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ABSTRACT

This curriculum guide was developed for use in Edison State Community College's (ESCC's) Community Pre-Retirement Training Program. The first of the guide's seven modules provides a brief look at retirement, retirement planning, and the ESCC program. The second module focuses on relationships, considering issues such as communication, finances, and sexuality in marriage; relationships with children and other family members; and friendships. The third module examines options for leisure, providing a self-assessment instrument, to help identify interests, and discussions on hobbies, time, service to others, income sources, keeping mentally active, and a personal plan and timetable. The fourth module helps the individual who is planning for retirement to make financial preparations, considering topics such as investment, trust funds, gift and estate taxes, annuities, and social security. Legal concerns are addressed in the fifth module, which includes sections on wills, probate, estate taxes and planning, and executors', administrators', and attorneys' fees. The sixth module provides information on housing options and health. The final module looks at some of the potential crises and difficult decisions that may face older adults, such as the loss of a spouse, funeral arrangements, choosing an executor, remarriage, second careers, consumer protection, and retirement goals. Most of the modules conclude with a bibliography. (AYC)

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Retirement Planning Program

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1

LIVING IN RETIREMENT

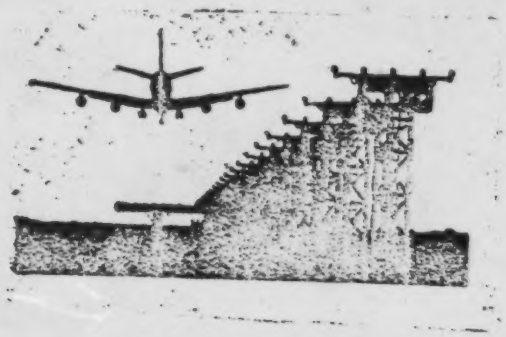
DOING RETIREMENT PLANNING	1
CHOOSING FROM THE OPTIONS	2
EVERY RETIREMENT PLAN IS DIFFERENT	3

LIVING IN RETIREMENT

(An Overview)

Most Americans can look forward to active, useful, healthy lives into their 70's and 80's. Retirement years are coming for all of us whether we are ready or not. How have you prepared for your retirement?

Just as a pilot must prepare for each flight by doing flight planning, persons need to do retirement planning to enjoy the many years in retirement.



There is a growing awareness that mature Americans must prepare in advance for the last third of their lives rather than letting retirement catch them unaware. You are taking this step towards reaping the rewards of retirement. More than one-third of employers in this country are now offering pre-retirement programs to their employees, according to a recent survey conducted by the Bureau of National Affairs. Many workers

have come to realize that the company cares about them and their futures.

This program is organized into seven topic areas or modules, each dealing with an important aspect of retirment living. The following areas will be explored:

LIVING IN RETIREMENT

RELATIONSHIPS - FAMILY AND FRIENDS

USING YOUR TIME

FINANCIAL PREPARATIONS

LEGAL CONCERNS

YOUR HOME AND YOUR HEALTH

YOUR FUTURE YEARS

Retirement is a transition from one state of life to another, from work into retirement. This change to your next period of life can be most easily made by understanding the many optional choices available to the retiree followed by the chance to do your planning for these future years.

THINK ABOUT IT...

A satisfying retirement just doesn't happen. There is a need to plan for retirement as you planned for everything else in life.

Each person will have a different plan for retirement! Each program will be designed to meet the specific needs and personal desires of the person or couple doing the retirement planning.

This retirement planning program, prepared by Edison State Community College, Piqua, Ohio, has been planned to involve the potental retiree or the person who has just retired in the actual planning for retirement. We know how easily it is to postpone this vital job during the time we are busy on the job. Students taking this very flexible and helpful course will be using charts, checklists, handouts, open-ended sentences and other visual materials in the actual process of making a personal retirement plan.

We would like to thank you for taking this opportunity to plan for your retirement. Your leaders will guide you to participate in the sessions and assist you in talking about your ideas and plans with other persons who are involved in the planning process with you. May this be a very helpful and rewarding experience for you!

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RELATIONSHIPS

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"Communication In Marriage" 22
by William J. Lederer and Dr. Don D. Jackson

"Caught Between Young and Old--Your Growing 31
Children and Your Aging Parents"

RELATIONSHIPS

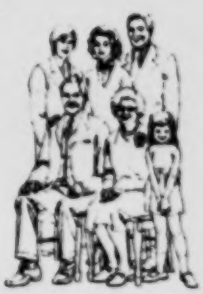
Intimacy is the need to be close to, to be a part of, and to feel familiar with another person. Human beings--young as well as old--need intimate relationships with other people. However, the task of finding and maintaining intimate relationships is especially difficult in the retirement period because of the many physical, financial and social changes which occur at that time.

The purpose of this module on interpersonal relationships is to make individuals more aware of the sometimes dramatic changes that individuals experience in relationships with family members, friends, and neighbors as they grow old and move into their retirement years, and to assist with the development of skills and attitudes needed to cope with these changes.

THE MARITAL RELATIONSHIP - COMMUNICATION

The marital relationship is greatly affected by the many personal, social and economic changes that we experience in our everyday lives. As we grow older, the increasing impact of these life changes can create serious problems in the marriage. In order to reduce the impact of these changes on the marital relationship, couples should start now developing the skills and attitudes necessary to cope with them successfully.

The first section will focus on the marital relationship and will make you aware of some of the potential "danger spots" in the retirement marriage. In addition, it will help you develop the communication skills which will be useful in resolving these problems. The importance of developing and maintaing "good" communication with your spouse will be continuously stressed as we analyze the following danger spots: 1) money 2) sexuality, 3) loss of spouse



GETTING INVOLVED: QUESTIONS ABOUT YOUR MARRIAGE

Take some time to ask your spouse and yourself these 20 questions about your marriage. Consider each qeustion and write R (rarely), S(sometimes), O (often), or AA (almost always), next to the number that corresponds to the questions.

Please do not discuss your answers until you have both completed the questionnaire. Then compare your answers and discuss them together.

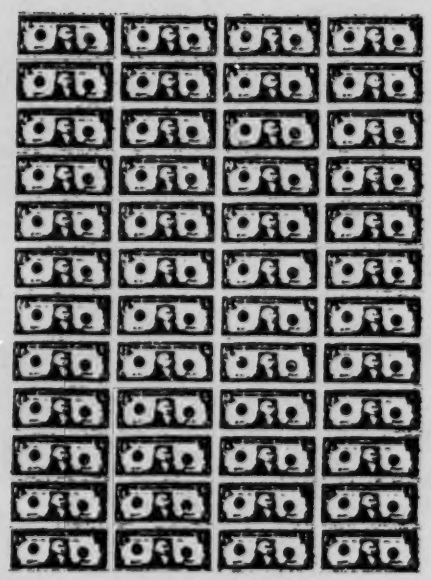
There are no "right" answers to these questions, just as there is no one "right" way for a marriage to function. Circumstances that make one couple comfortable may make another couple miserable. However, answering each question and comparing answers can stimulate communication.

DO YOU:	HUSBAND	WIFE
1. Discuss future plans with your spouse?	_____	_____
2. Wish you weren't married?	_____	_____
3. Argue about money?	_____	_____
4. Express dislike for your in'laws?	_____	_____
5. Enjoy your spouse's sense of humor?	_____	_____
6. Find your spouse's habitsirritating?	_____	_____
7. Prefer to be alone?	_____	_____
8. Bicker in public?	_____	_____
9. Disagree about friends?	_____	_____
10. Interrupt your spouse?	_____	_____
11. Wish yourspouse confided in you more?	_____	_____
12. Take part in a sport or hobby together?	_____	_____
13. Praise your spouse in public?	_____	_____
14. Tell your spouse about your dreams?	_____	_____
15. Wish your spouse showed more affection?	_____	_____
16. Share your thoughts about books or movies?	_____	_____
17. Find certain topics hard to discuss?	_____	_____
18. Lose your temper with your spouse?	_____	_____
19. Respect the need for privacy?	_____	_____
20. Feel pleased to see your spouse at the end of the workday?	_____	_____

MONEY PROBLEMS

A good business partnership is important to the success of a marriage since talking about "money matters" and sharing financial decisions can bring couples closer together.

The topic of finance will be discussed in depth in a later section. However, since money plays such an important role in the marital relationship it is important to start now talking about money matters.



GETTING INVOLVED: TALKING ABOUT MONEY MATTERS

Things to Talk About:

I. Does my place of work have a compulsory retirement age?

At what age would I like to retire, apart from any policy of my place of work.

Do we live within a budget at the present time?

Are our important financial papers (including my will) together, where my family can find them?

Will we need to work after retirement?

THINGS TO DO:

II. Retirement Income

Company Pension	$_____
Social Security	$_____
Savings Accounts	$_____
Stocks	$_____
Life Insurance	$_____
Real Estate	$_____
Other Sources	$_____
Total:	$_____

III. Retirement Expenses

Housing	$_____
Food	$_____
Clothing	$_____
Medical Care	$_____
Transportation	$_____
Others	$_____
	$_____
	$_____
Total:	$_____

GETTING INVOLVED: WHAT DO YOU KNOW ABOUT SEXUALITY AND AGING?

Answer true or false for each of the statements listed below. Discuss your answers with your spouse.

1._____The sex drive dies with age

2._____Unlike aging men, aging women have little or no sex drive.

3._____A woman's psychological feelings about sexual relationships have little effect on her drive.

4._____Masturbation is perfectly natural for older persons when sexual tensions become unbearable and no sexual partner is available.

5._____If a man has continued sexual activity through middle-age, is in adequate health, and has an interested partner, sexual performance can and most often does, continue through his 70's and even 80's.

6._____In most cases, old men who have become impotent for psychological reasons can be helped back to full sexual responsiveness in a very high percentage of cases.

7._____The sexual union in the later years will not be characterized by as much sudden passion as it was in the first year.

8._____Women can enjoy sex and get as much pleasure from it as men do.

9._____Women should be assexually assertive as men in initiating sexual activity.

10._____Sexual feelings and needs are as vital as a part of the lives of old people as when they were younger.

11._____Some older couples experience improvement in their lovemaking with age.

12._____A high level of sexual enjoyment in youth is associated with a high level of sexual enjoyment and activity in later life

13._____Many aging men ejaculate only periodically.

14._____Male ejeculation is necessary for rewarding sexual intercourse.

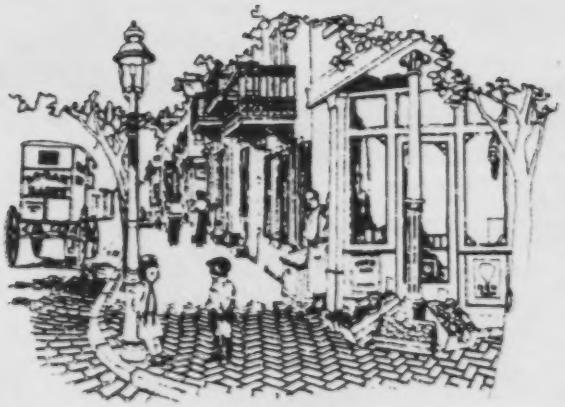
RELATIONSHIPS WITH FAMILY MEMBERS

One benefit of retirement is that it gives us more time to spend with the important people in our lives engaging in mutually pleasant activities. To achieve pleasant, peaceful relationships with relatives in retirement, however, is a difficult task which requires a great deal of pre-planning. Relationship patterns of many years cannot be changed overnight.

This section will help you to start now planning ways to strengthen family ties with children, grand children, great-grandchildren and other family members.

CHILDREN

Even though retirement will allow the time for it, an instant return of the relationship you once had with your children will be impossible. Adjustments are often necessary because we all change as time passes--new interests, friends, and habits.



GETTING INVOLVED: RELATIONSHIP WITH CHILDREN - OBLIGATIONS

Satisfactory relationships with children during retirement is enhanced through communication and agreement on mutual obligations. Do you agree with the following list of obligations? Can you think of others which should be added to the list?

Children should:

*Give help, if possible, when a real need arises

*Offer invitations to participate in family affairs

*Refrain from interference, overprotection, or giving advice that isn't sought

*And avoid making constant requests for services.

Parents should:

*Give help when a need arises

*Should interest in family affairs

*Allow freedom to lead their own lives

*And make no unreasonable demands in terms of attention or special services.

GRAND-CHILDREN/GREAT GRAND CHILDREN

A special relationship exists between grandparents and grand-children. In fact, scientific research has shown that children and their grandparents often get along better than either children and parents or parents and grandparents. Being a good grandparent, however, is not a simple, uncomplicated task. The following tips should be considered as you think about the relationship you will have with your grand-children in your retirement years.

1) Unless you take daily care of your grand-children in absence of their own mother and father, it is the parents rather than you who have the final responsibility for them. So give advice only when asked.

2) Avoid unfair competition for the affection and loyalty of your grandchildren. Small secrets and conspiracies are sometimes fun but can also cause pain.

3) Stay out of arguments between parents and child.

4) Spend quality time with your grandchildren--read to them, take them on excersions, work on projects you can enjoy together, etc.

5) Spend money wisely on grandchildren.

6) Always be frank and honest with your grand-children. Answer questions simply and directly.

OTHER FAMILY MEMBERS

Pleasure can be added to the retirement years by establishing and maintaining close ties with other members of the family--brothers, sisters, cousins, nieces, nephews, and in-laws.

Perhaps, circumstances earlier in life caused physical or social distance to develop in these relationships. Retirement can provide the opportunity for you to draw closer together again. The emotional benefits can be quite rewarding.

FRIENDS AND NEIGHBORS

Friends and neighbors are important sources of primary relationships in later life. Our mental health and vitality are enhanced by the social bonds that we have with others.

As we move through life, however, our circle of friends constantly changes. This is especially true of the retirement years. After retirment we realize, often too late, that our friends are mostly the people we've met and seen in our work. We do not share as many interests with them as we did before, so we tend to see them less often. That's why it is important for us to strengthen bonds of friendship that will last into retirement and also to try to make new friends after we retire.

Make a list of your friends and identify the common interests you share. Then list your other interests and identify those which you would like to share with friends.

FRIENDS	COMMON INTERESTS	OTHER INTERESTS You would like to share with friends.

COMMUNICATION IN MARRIAGE

By William J. Kederer and Dr. Don D. Jackson

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Communication in marriage is a constant exchange of information--of messages--between the two spouses by speech, letter writing, talking on the telephone, the exhibition of bodily or facial expressions, and other methods as well.

The information may be straightforward and factual, conveyed by words ("I want coffee", "It is raining"; "Here is five dollars"), or it may indicate, by tone of voice and by gesture, the nature of the relationship between the parties involved. Receiving a message is not a matter of understanding spoken words alone; the rattling of pots in the kitchen or the slamming of a door may telegraph the mood or a spouse.

During the time a husband and wife are asleep in different beds, they are neither in conflict nor sharing anything. When they awaken, the interaction begins, because now the two people are able to hear and observe each other.

People in our culture believe that the most important communications are spoken

or written. This view is erroneous. Scientists have estimated that fifty to a hundred bits of information are excahnged each second between individuals communicating actively. Everything which a person does in relation to another is some kind of message. There is no NOT communicating. Even silence is communication. If a wife asks her husband, "What are you thinking?" He may answer by looking at her tenderly and smiling. The message here is, "I am thinking of you, darling." The tender look and the smile are more eloquent than speech.

Suppose his response is silence and a blank look. The wife repeats, "Did you hear me? I asked you what you're thinking about." And her husband says, "Yes, I heard you," and lapses back into his silence and his blank stare. What does this mean? He is telling her at least that there is something he will not share with her; at worst, he is saying, "Will you shut up and stop bothering me! Whatever I say now might incriminate me."

The raising of eyebrows, a frown, the bringing of flowers, the cooking of a favorite dessert, a handshake, a surly grumble, an unexpected holding of the hand, a kiss, all these are examples of non-verbal behavior that sends a message to the other person.

In relating to another person it is impossible not to communicate. If one turns away or is silent, one conveys a message. The way one behaves, moves, holds oneself, all these transmit messages. Some people cross and uncross their legs when they are angry. Some bite their lips. Some rub their fingers together.

Thus communication occurs at several different levels, often simultaneously. Every message has at least three aspects--the report aspect, the command aspect, and the context aspect.

The REPORT aspect consists of what is said or written, the actual meaning of the words, and content of the message--what is literally asked for, reported, and so on.

The COMMAND aspect helps define the nature and meaning of the message, indicating how it is supposed to be heard, how the sender is attempting to influence the nature of his relationship with the receiver. The sender's intentions may be suggested by the tone of his voice, by its loudness of softness, by the speed with which he speaks, or by nonverbal behavior--gestures and the lie. When "Go to hell" is said with

a snarl and a menacing glance, the report and command aspects reinforce each other. A very different message is conveyed by "Go to Hell" said with a smile. Here the report and the command aspects may be easily separated.

The CONTEXT aspect is determined by the cultural implications of the situation of the communicants. For instance, if a lifeguard yells, "I'll save you" to a drowning boy, the boy can safely assume that the lifeguard means to pull him out of the pool. If a little old lady working in an apostolic mission says "I'll save you," the listener can assume that she means to help him become a good Christian. In a famous old Western, the Virginian says to the bad guy, "When you call me that, smile!" This is a complex message in which the context is all-important. The scene occurs in the old West, where violence was expected and returned without awaiting due process of the law.

Frequently there is a conflict of messages. The sender of the message may include words purposely confuse the ostensible message, for example: "I'd love to have your

mother visit, but I just don't know if I can find time in my schedule." The spoken words may say one thing, but behavior, gestures, responses, may say something else. An unfaithful wife may tell her husband she has spent the evening with a sorority sister, when, in reality, she has been in a motel with a man. If the husband questions the wife, she may fabricate details of the meeting with the sorority sister--when they met, where they had dinner, and so on. The husband intellectually may accept the account; but it is also possible, and perhaps probable, that he will receive a score of other messages from his wife: her excited behavior, her extraordinary concern of him, her unusually well-groomed appearance, her interest in subjects to which she previously paid no attention, these all convey messages. At first he may not understand them; he may not even be conscious of their presence. But they are sent, and he does receive them.

A young man in a bar may see an attractive young lady. He approaches her and says, "It's a nice day, isn't it? or "Whew, this place sure is noisy," or "Do you happen to have a match?" Taken literally, his words have a certain meaning. But the quite differ-

ent message he is trying to send is "Hello, I'd like to meet you."

The girl probably will receive the message as intended. She may reply to the young man by looking at her watch and saying, "Yes, it is a nice day," and then adding, "My boyfriend is always late." This may mean, "If you want to invite me for a drink while I wait for my boyfirend that's okay with me," or it may mean, "I don't want to get picked up." The expression on her face, the tone of her voice, or other nonverbal methods of communication will clarify her meaning. But the girl may be naive and take the message literally. In that case she replies, "Yes, I do have some matches." There are many instances when the message received is not the message sent.

This faulty communication is one of the major causes of breakdown in otherwise workable marriages. A wife may have had a hard day and be utterly fatigued when she and her husband go to bed. When the husband, feeling amorous, begins to caress his wife, she may turn away and yawn. She is trying to say, "I'm terribly tired. Do you

mind if we go to sleep?" But the husband may receive a different message, one of personal rejection.

Thus one of the greatest difficulties in communication between individuals is recognizing what the other person really means. There is no infallible way of determining this. Even the polygraph, or lie detector, can be fooled by some individuals, and therefore evidence obtained by use of the polygraph is not admissible in courts of law. As is widely known, Freud demonstrated that people are motivated by unconscious factors. We would express this idea somewhat differently: an individual reacts to a communicated message, and the appropriateness of his reaction is directly related to the clarity and expliciteness of the message. Since most messages are not very explicit, Most responses appear to be "unconsciously motivated" because neither the action nor the reaction is clearly understood by both parties. Often the message is misunderstood by both parties. Often the message is misunderstood because the sender and the receiver, like the amorous husband and his tired wife, interpret it in terms of quite different contexts.

GETTING INVOLVED: HOW WELL DO YOU KNOW YOUR SPOUSE?

OBJECTIVE: TO TRY TO UNDERSTAND HOW THE OTHER PARTNER IS FEELING AND THINKING

Open-Ended Questions for Wives:

1. What I would like to change about living here is:

2. If I had stayed single I would most likely:

3. My husband and I are happiest when:

4. My husband would be disappointed if I:

5. I always wanted to see:

6. In the past five years, the worst times were:

7. If I had my choice, I would most like to live:

8. I never seemed to:

9. I would still like to:

10. I have always dreamed of:

Open-Ended Questions for Husbands

1. If I had only had the opportunity to:

2. My wife probably thinks that I:

3. What I miss most about work is:

4. I'd like to meet people who:

5. The thing I most envy about my father was:

6. I wish I didn't have to:

7. When I get time I'm going to:

8. I've always wanted to see:

9. My wife's wrong when she thinks that I:

10. I always feel best when I am:

CAUGHT BETWEEN YOUNG AND OLD

Your Growing Children and Your Aging Parents

Middle age has been called the time of life when you're caught in the middle--caught between obligations to parents and responsibilities to children.

On one side, you get to know more than you may want to know about the "generation gap." Your son tells you that your values are all wrong. He criticizes your "work ethic." But the criticism doesn't prevent him from allowing you to pay for the car he drives, the tennis racket he swings, and the Adidas shoes he wears.

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The young put a lot of pressure on parents--just at a time when parents may be wrestling with their own mid-life crises.

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The middle-ager pays bills, bills, bills. College costs soar. Many children reach the supposedly magical age of 20--and still they are financially dependent. Parents, as they continue to pay bills, are asked to understand the agonies of the unemployed offspring who's "getting my head together." (Is he really searching for direction and inner self? Or is he just too lazy to find a job?)

One the other side, an aging parent requires attention. You visit often. You telephone regularly. You send clipplings, magazines, books, and family snapshots. Be no matter how much you do, you sometimes wonder if you shouldn't be doing more.

What do you do? You have been told repeatedly that middle age is your time to live. Experts say you have a right to your life--and the time to live is now. To your aged parents, you will surely give respect, attention, and reassurances of love. But there is a difference between giving and overgiving. Doctors say that it is unhealthy.

Similarly, in your relations with your children, there is a balance between caring and overcaring. Caring is more constructive.

Experts advise that you get rid of your guilt feelings. They cause trouble. They make you wonder if you've been a good parent.

One emotion that causes difficulties in parent-child relationships is anger. Your son decides to leave college during his senior year. Your daughter brings home a "friend" and takes his suitcase to her bedroom. The new attitudes, new morals, new music--suddenly it's all too much.

You get angry. It's normal. Psychiatrists say you're entitled to your angry feelings. And it's okay to tell your nearly grown child you're angry. Often, it's easier to express feelings of love once the anger is out. There are a couple of caveats: don't criticize a child's character of personality. Such criticism creates hostility. And too much anger can damage the relationship.

A mother of eight, unhappy at the alienation of her oldest son, a 19-year-old on drugs, recently confided: "I am not sure if there is a right--or a wrong--way to bring up children. But I know one thing: I deeply regret that we let anger go on to the point where it became the pattern of feelings and expressions between our son and us.

Suppose you are in an undeclared war with a teenager. It is not too late to turn things around so that you have a friendly relationship.

Authorities agree you may accomplish a lot by simply listening. You may not agree with what you hear. If your children reject your ideas, try to remember: you probably rejected your parents' ideas too. It may take all the maturity you can muster to listen. But it's crucial. You communicate respect when you listen to a teenager's fears and problems.

Understand as much as you can. Accept as much as you can. Through understanding and acceptance come intimacy--the capacity to empathize with another's feelings. Young people, like adults, need intimacy. It leads to something hard to define but nonetheless real--communication. And that's the beginning of a friendly relationship.

Catherine Lanham Miller, in a book called How to Say YES to Life, offered a list of "don'ts" for parents--things you shouldn't do with children of any age: "don't nag. . . don't be inflexible. Don't pry. Don't preach."

You try to know--and nurture--your child. But there are limits beyond which it is unwise to go, experts say. Dr. Robert Butler, for instance, thinks it's a mistake to support grown children.

He says: "Parents who are now 45 and over had children in an era when children were the center of the universe. . .

"Many of these children are now spoiled, and parents have a hard time letting go. They're supporting that 25-year-old rascal on a commune in Pennsylvania, when in my judgment they should have stopped long ago and started living a little.

I'm amazed at the people who feel terribly responsible--and dreadfully depressed--because they regard themselves as failures as parents."

Guilt grips us when we deal with aging parents, too. We shouldn't let it. As Jane Otten and Florence D. Shelley, authors of <u>When Your Parents Grow Old</u>, put it: "It's your problem, but it's not your fault."

Many aging parents situations are summed up by author Eda LeShan: The parents "unconsciously want their middle-aged children to make them feel healthy and young again," she says. That makes them demanding--they make claims. They want "attention constant reassurances of love."

"We. . . resent many of their claims on us." LeShan says, "and yet--making everything only more heartbreaking--there is great love and caring on both sides. We find ourselves caught in an agonizing web of human feelings and frailties, and we are profoundly frustrated by our helplessness. The most common and typical comment I've heard. . . has been "I love them but I can't save them from

old age and dying--and so I feel like a monster."

We owe aging parents tenderness, strength, nurturing. But experts say we do not owe the sacrifice of our own lives.

It may be comforting when you're trying to work out problems for an aging parent to know you have company. There are 23.4 million Americans over 65. There are 45.5 million 40 to 60-year-olds.

Many middle-agers feel guilty because they think they should ask parents to live with them--but they don't want to because of personality clashes. No need for guilt.

Experts say there are many legitimate reasons for not wanting parents to live with you. A personality clash is a legitimate reason. National surveys show that the majority of American adults--young and old alike--think it's a bad idea for elderly parents and their children to live together.

Planning works best. If possible, discuss with a parent how he or she would like things handled in the event of illness. What living arrangements would he or she prefer?

You'll probably have to make some decisions. You may be confronted with problems of dependency,

medical care, money. For specific advice on solving various problems, consult the Otten-Shelley book.

The authors offer this general counsel:

Somewhere along the way there will be sacrifices for you. . . and sometimes your parent may have to get the short end. . . If you begin to feel overburdended and on edge, it's time to pay a little attention to your own needs and less to those of others."

They advise "facing up to your parent's situation, whatever its dimensions:

If you avoid, postpone, or neglect, you're sure to find yourself in crisis, flailing about and miserable. It takes time and effort to plan; it takes communications to make things really work.

"You, your brothers or sisters, and your mother or father really need to talk with one another honestly to sort out the possibilities and select the most effective course of action.

"There's hardly a family in which one single decision will take care of the problem. As people age, they move through a series of crossroads.

. . . Each decision will be the basis for the next one, and even if each is made from the most informed and enlightened judgment, you may not be able to achieve the perfect solution. You can only do the best that you can."

****

3

USING YOUR TIME

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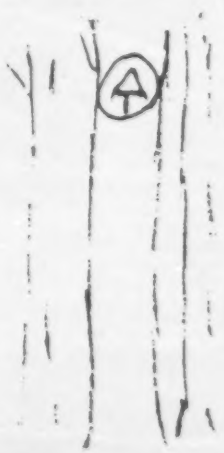
INTRODUCTION

You have all heard of "Grandma Moses" who began painting in oils because her hands were so crippled with arthritis that she could no longer do farm work. She was 78 at the time, and had no formal training in art. She painted more than 1,000 pictures in her unique American primitive style. Many museums have a few of her originals; you see copies on many Christmas cards.

Ohio has its own "Grandma Gatewood." At age 67 she began the longest walk ever recorded for a woman. She hiked 2,050 miles, the entire Appalachian trail from Georgia to Maine. It took her 146 days and five pairs of shoes. She later walked other famous trails and repeated the Appalachian trail hike twice! She said that she liked to walk.

Her determination, her stamina, and her woods skill merit respect. The trail follows the mountain ridges and in many places is rocky, rough, and difficult. In some places the trail is not clearly marked and is difficult to find, let alone follow.



The Buckeye Trail here in Ohio is much easier hiking, and follows the Miami River in Shelby County.

The late Harland Sanders at 66 had a recipe and very little else. The construction of a new interstate highway left his small restaurant isolated from the travelers who were his customers. When he first set out to market franchises he slept in his car because he could not afford to stay in motels.

With determination, insistence upon the maintenance of high quality, and a wife back home to package the spices, he managed to build a successful chain of Kentucky Fried Chicken restaurants. His honorary title as a Kentucky Colonel, his friendly face with the goatee, and his crisp white suit, made Colonel Sanders familiar throughout the Midwest.

Do you know the active volunteers who help at the local hospital? Or the merit badge advisors who work with Boy Scouts? Many of them are 60+ and thoroughly enjoy their volunteer work and the contacts it gives them with other people.

What we hope to do at this session of your pre-retirement planning is to encourage you to THINK and to START TO PLAN how you will use the forty hours per week, plus the commuting time, that you will no longer have to devote to your present job.

Let's start the thinking by examing ourselves.

EXAMINING MYSELF

Please list as many activities as you can under each heading.

Things I like to do alone:

Things I like to do with other people:

Activities I started on my own:

Activities I started after someone else encouraged or pushed me to:

Things I have made or done that pleased me because they met my needs:

Things I have made or done that pleased me because other people admired them:

Activities that I think I would enjoy:

Activities that I think I would <u>not</u> enjoy:

EXAMINING MYSELF (continued)

Please check the most nearly correct answer; or answers:

1. I prefer:

_____ to play for fun

_____ to play to win

2. I prefer:

_____ competitive sports

_____ programmed exercises

3. I read:

_____ to keep up with the news

_____ to learn how to do things

_____ to learn about how other people live or lived

_____ to take may mind off my own problems

_____ to help solve my own problems

4. I usually watch these kinds of television programs:

_____ none

_____ sports

_____ musical

_____ educational

_____ situation comedies

_____ family-type stories

_____ religious programs

5. I listen to the radio:

_____ at home

_____ in the car

_____ neither

6. I want to have some activities that can help me add to my retirement income:

_____ yes

_____ no

I would like to have some that help me make money, but that is not my major interest:

_____ yes

_____ no

7. I want to have some activities that make me feel that I am helping other people:

_____ yes

_____ no

8. I prefer to work with:

_____ people

_____ ideas

_____ things

9. My favorite spare time activities now are:

_____ sports participation

_____ watching sports

_____ reading

_____ radio

_____ television

_____ politics

_____ volunteer work

_____ hobbies

_____ music

_____ church attendance

_____ church work

_____ lodge or club work

_____ parties

_____ writing family & friends

_____ telephone family & friends

_____ travel

10. Activities which I enjoy (enjoyed) in my present (a former) job are (were):

_____ organizing things

_____ training, helping, or showing co-workers how to do things

_____ writing

_____ inspection

_____ trouble shooting & repairing things

_____ seeing the finished product that I helped to make

11. My special skills are:

_____ making things of metal or wood

_____ making things of yarn, and/or cord

_____ repairing things

_____ public speaking

_____ music

_____ listening

_____ teaching

_____ cooking

_____ working with group activities

_____ solicitation and fund raising

_____ selling

12. The activities in number 10 above that I especially dislike are:

_____ organizing things

_____ training, helping or showing co-workers how to do things

_____ writing

_____ inspection

13. The skills listed in number 11 above that I lack, or find very difficult are:

_____ making things of wood or metal

_____ making things of yarn and/or cord

_____ repairing things

_____ public speaking

_____ music

_____ listening

_____ teaching

_____ cooking

_____ working with group activities

_____ solicitation and fund raising

_____ selling

PERSONAL NEEDS AND DESIRES

A. Jobs I Have Held	How Well I Liked Them		
List all the jobs you have held in your life time, either on a full or part-time basis	SUPER	AVERAGE	ONLY FAIR

B. Activities I Have Been Involved In During My Own Time

How Well I Liked Them

List all the activities--sports, hobbies, crafts, interests, service to others, etc.	SUPER	AVERAGE	ONLY FAIR

C. Things I Feel I Am Good At Doing

How I Would Rate Myself

List your special knowledge, skills, and competencies. Include personal traits and attitudes you feel have been helpful in your life thus far.	Do Well	About Average	I Could Improve

D. Things I have Never Tried to Do But Would Like To Attempt

List any activity you have always wanted to do or to try but never got around to.	How Well I Liked These		
	I LIKED	FAIRLY WELL	SOME INTEREST

E. I Will Get Started Now Preparing for This New Phase of My Life

List things that you say you want to do in retirement (see item D above) that you could start or "rehearse" while you are still working.

I would like to	Personal strengths, experiences I've had which will help me achieve this goal.	New knowledge, skills attitudes I will have to acquire to achieve this goal	When I expect to do it.

HOBBIES

A satisfactory hobby provides relaxation and absorption (let's you forget your problems), the satisfaction of doing and accomplishing, involvement in productive or pleasurable activities, and its costs are within your means.

In general, hobbies can be classified into three types: Making - Collecting - Learning

Now, before you retire, is the time to explore these activities, and to determine which of them fit your interests and can help fulfill your needs.

Here is a partial list of activities that are sometimes considered hobbies. After you read the list, add others that occur to you. Then check the ones that appeal to you, or about which you want to learn more.

astronomy
boating
bowling
canoeing
collecting (arrowheads, barbed wire, buttons, leaves, art, etc.)
crafts
cycling
dressmaking
gardening
genealogy

golf

hosteling

hiking

metalworking

music

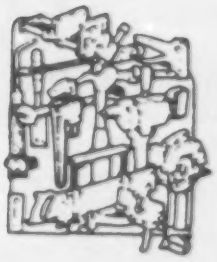
nature study

operating own business

painting

part-time job

photography



radio

swimming

television

tennis

tailoring

theater

travel

volunteering

walking

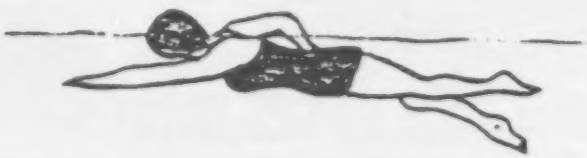
woodworking

writing

TIME

We each need several activities. We need some that make us move and use the bodies with which we are blessed, and thus keep them in good condition. "Exercise is the closest thing we have to an anti-aging pill; so keep active and live longer."

Walking, gardening, tennis, and swimming are among the past-times that help us keep our bodies active. Walking as a year round activity is becoming popular again, and will continue to gain in favor as the price of gasoline increases. Swimming uses just about every muscle in the body and the construction of the local YMCA with its indoor pool, plus the outdoor pool at Talawanda Park make swimming a year round sport, too. Swimming is especially important to people with hip, leg, or foot problems that preclude walking.



We also need some quiet activities, because we need to have things to do at times when we don't want to be up and moving.

As we grow older, and many of our friends are no longer nearby, we need some activities that we

can enjoy alone. We also need some that keep us in contact with other people and help us make new friends and keep the old.

We need activities that help us meet our needs:
for physical activity.
for quiet activities.
for periods when we are alone.
to keep in contact with other people.

Turn back now to the list of hobbies. Do the ones you have checked offer you the opportunities to meet all four of these needs? If they do fine. If they do not, can you select a few additional ones that all four of these needs will be met?

How does yourlist compare with that of your spouse? Does he/she have an activity that you don't especially care about, but that would be pleasant for both of you if you did them together? Don't overdo the togetherness, however, for there can be too much of even a good thing! Each of you is an individual, and has the right to your individual interests.

You've read the list on the preceding pages, added some activities that you know about and checked the ones that you want to find out more about, or want to explore before retirement. That way you'll be ready with ways to use the time you will have available when you no longer have to go to work five days a weeks.

How can you find out? How can you explore new activities?

Probably the way least expensive, in both time and money, to learn about most activities, is by using your public library. Don't dismiss this avenue just because your library may not have much material on the activity that interests you. The Amos Memorial Public Library here in Sidney, and it's branches in Anna, Botkins, Fort Loramie, and Jackson Center, are members of a library cooperative named WORLDS which has a contract with the Toledo-Lucas County Public Library for reference-referral and inter-library loan. If you ask for a book, or for material on a subject that the public library here in Shelby County cannot supply, the library here can borrow it for you from the much larger collection of materials in the Toledo Library.

Another relatively inexpensive way to try out a new activity is to enroll in a course that teaches it. The Upper Valley Joint Vocational School in Piqua is offering 59 different classes this winter in the evenings and on Saturdays. They range from cake decoration

through aviation ground school, and automotive tuneup to bookkeeping and typing.

Edison State Community College in Piqua also offers evening and Saturday classes, as well as the regular day-time schedule. You can take courses which lead to an associate's degree and can be transferred to a four-year college. Edison State also offers some non-credit courses, such as quilting.

The University of Dayton and Urbana College bring some courses to Sidney. Wright State University offers classes in Piqua and Celina.

The YMCA and the YWCA, and other facilities, such as the Hayner Cultural Center and the Brukner Nature Center in Troy, offer courses in a wide range of subjects. It is also possible to secure private instruction in many special skills.

In our area we are blessed with unusually complete and convenient educational opportunities. All we have to contribute is our time, relatively moderate tuition charges, and our transportation.

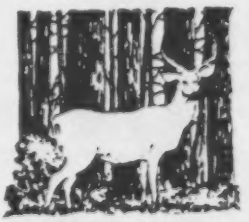
SERVICE TO OTHERS

There are so many organizations in Shelby County that the Sidny-Shelby County Chamber of Commerce compiled a list of them in a booklet that you can purchase at the Chamber office, 133 South Court Street, for one dollar. An important part of the program for almost every organization is service to others.

Membership in most of these organizations is open to anyone interested in joining who meets membership requirements.

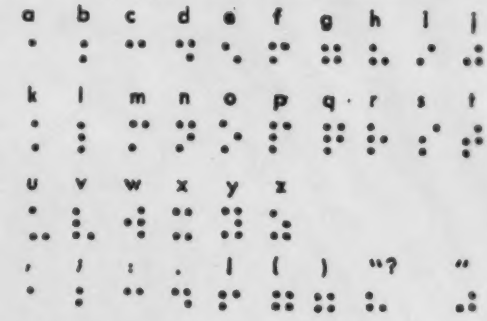
Opportunities for volunteer service are every where. The American Red Cross uses volunteer instructors for first aid, home nursing, and water safety, including swimming and lifesaving. The hospital welcomes volunteers who serve as receptionists and mail deliverers.

Would you like to share your knowledge of the out-of-doors, or your skill with ropes and knots? Your campcraft? Both the Boy Scouts and the Girl Scouts need merit badge counselors. These are avenues through which you can maintain con-



tacts with young people, without assuming the heavy responsibilities of the troop leader.

BRAILLE ALPHABET AND NUMERALS



Are you willing to learn Braille? Isabell Morrison of Uniontown uses her science training, and the Braille she learned for the purpose, to transcribe chemistry and math texts for the blind. Have you a pleasant, clear voice that does not become monotonous? Wright State University uses volunteer readers to record texts for blind students.

Is music your avenue of service? In addition to your church choir, in Shelby County the Sweet Adelines and men's barbershop group entertain others and enjoy making their own music. Nearby New Bremen has a group of senior singers who specialize in singing in the German language.

Most garden clubs take over the care of a special community flower bed as their service to others.

Perhaps you prefer to give your service to others as an individual, rather than as a member of a group. Are there nursing home residents who

have very few visitors? Would a visit from you brighten someone's day? Do you take time to chat with the lonely neighbor across the street?

ADDITIONAL INCOME

If one of the goals you set for yourself is to use your time in activities that add to your income after you retire, now is the time to consider the ways you might do this, and to try them out.

Mrs. Stephens, Director of the Amos Memorial Public Library in Sidney, and one of her senior staff members had these suggestions for ways of adding to retirement income.

Businesses:

- Gift Shop
- Garden Shop
- Pet Shop
- Secondhand bookstore
- Market gardening (there is a farmers' market)
- Catering business
- Production and sale of homemade jams and jellies, cakes for special occasions.

Services:

- Secretarial services
- Wake-up service
- Housekeeping service
- Answering service
- Baby sitting

Tutoring (in any skill in which you are proficient)

Handyman services

Shopping service for shut-ins

Genealogical research (certification is possible)

Business research (market and other feasibility studies)

Craft instruction (ceramics, needlecraft, macrame, china painting, sewing, dress-making, quilting, tole, etc.)

Pet grooming

Housecleaning

This list only scratches the surface of the possibilities. Add others that occur to you.

A PERSONAL PLAN AND TIMETABLE

You have developed a plan and a timetable for your retirement finances, housing, and health care. Have you made a plan and a timetable for your use of time?

How many years have you until you retire? One? Five? Ten? That is 12 months, or 60 months, or 120 months.

You have assessed your needs and your interests during this series of planning sessions. You've checked several types of activities that appeal to you. You've given some thought to how you will explore these activities.

Now is the time to develop a timetable to guide you in the use of the months remaining before

your retirement, so that you will be prepared to use your time as you hope to use it when you retire. Plan when, as well as how, you will explore and try the activities.

As an example; will it take you two months of your present spare time to read and find out about your choices, to decide what equipment is needed? Will it take you another two months to choose among the various makes and models, and to get the equipment needed? Will it take an additional two months of your present spare time to learn the fundamentals of using the equipment and to try it out on a preliminary project?

Develop your own timetable to fit your own interests, assests, and activities. Go another step: WRITE IT DOWN! You'll get a lot of satisfaction in being able to check off items you have completed as you finish them.

At the conclusion of each segment or your exploration, take time to reassess and to evaluate the activity and your interest in it. If the

activity is still interesting to you and is practical within the framework of time and other resources which you want to invest in it, fine. Continue it.

You may find that it isn't what you expected it to be, or if your interests have changed. Perhaps your time, or money, or health will not fit the requirements of the activity.

Has arthritis so affected your hands that repetitive hand motions like those required for knitting or crocheting are painful or impossible? It may be the fine work of assembling models that you can no longer do.

Will another activity from your list, or one that you learned about later, be within your limitations and give you the satisfactions you want? Will a slight change in your plans enable you to do what you want?

Has the cost of gasoline made your dreams for a tour of the United States out-of-reach? Would sharing your car and the costs with another person or couple make it possible?

Has inflation reduced your plans for growing

things on a few acres in the country to expanding your present backyard garden? -

You may need to reevaluate both yourself and the activities you choose. You may need to revise your plans. Your attitude toward making these adjustments will be a key to your happiness.

KEEPING YOUR MIND ALIVE

The Reverend Russell H. Hoy, in his column, "Country Parson," in the January 17, 1981, issues of The Ohio Farmer comments, ". . . I have found that one's attitude is important. Really, it isn't what happens to a person, it's the attitude that counts.

Is a partially filled cup, half full or half empty? Our attitude, our outlook on life, determines which it is for each of us.

The Reverend Hoy quotes this list from the National Grange Newsletter:

SIX WAYS TO KEEP YOUR MIND ALIVE

Listen to everyone you meet. Really listen. If you're interested in people, life will never seem flat, or dull.

Act enthusiastic. You'll soon find that you feel enthusiastic.

Make sure your job challenges all your powers. This goes for hobbies, too.

Keep busy. Authorities agree that 100 percent rest is rarely a solution for fatigue. When you are active you are seldom bored.

Keep your mind alive. Reading is a fine antidote for boredom as well as tension. It will build your store of knowledge while siphoning off fatigue.

Join the do-it-yourself movement. You can't be bored while creating something.

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ACCOMMODATIONS FOR DISABILITIES

Is your pleasure in watching TV reduced because you can no longer hear as well as you once could? Sears Roebuck (and other retailers) market an attachment for your television set which enables your set to show the captions which give the main points of each conversation, much as the old silent movies did. There are more than 30 hours of closed caption TV broadcast each week, including such favorites as "Little House on the Prairie," "Nova," and "Eight Is Enough."

In addition to the Bible, there are literally thousands of books available in large print. Your local library has some of these, and can get many more for you from the State Library of Ohio and from the Toledo-Lucas County Public Library. Large print books, and talking books, can be mailed without postage if marked as "free matter for the blind."

The Reader's Digest and the New York Times magazines are available in large print editions, as also are Guideposts, Listen, the Adult Student, and many others, some of which are free.

If your eyesight isn't equal to reading large print, and you don't care to use braille, talking books can provide many hours of pleasant entertainment and/or education. Your local public library can enroll you in the talking book service provided in Ohio by two regional libraries for the blind, one in Cincinnati, the other in Cleveland. There is no charge for this service, which provides both talking book machines and materials to use with them.

If your disabilities relate to problems other than hearing or sight, there are other avenues to help you learn to live a satisfying life in spite of them. You may not have the artistic drive that enable Anne Adams and Richard Bauer to produce their beautiful creations without the use of their hands, but by pencil or brush held in their teeth.

Many imaginative people can devise gadgets or procedure modifications that enable them to perform the functions for living and enjoying life in spite of disabilities. Occupational therapists are helpful specialists in this.

COUNT THE ABILITIES YOU DO HAVE, AND <u>USE</u> THEM!

SHELBY COUNTY LIBRARIES' SCHEDULES

AMOS MEMORIAL PUBLIC LIBRARY

Mrs. Doris G. Stephens, Librarian

230 E. North Street
Sidney, OH 45365

Phone Number: 492-8354

Hours:

Monday - Friday. . . . .9:00 a.m. - 9:00 p.m.
Saturday . . . . . .9:00 a.m. - 6:00 p.m.

Summer Hours:

Monday - Thursday. . . .9:00 a.m. - 6:00 p.m.
Friday . . . . . .9:00 a.m. - 9:00 p.m.
Saturday . . . . . .9:00 a.m. - 6:00 p.m.

ANNA BRANCH

Mrs. Rosa Phillips, Librarian

309 W. Main Street
Anna, OH 45302

Phone Number: 394-2761

Hours:

Monday . . . . . 11:15 a.m. - 4:15 p.m.
Tuesday. . . . . 11:15 a.m. - 4:15 p.m.
Wednesday. . . . . 11:15 a.m. - 4:15 p.m.
and 6:30 p.m. - 8:00 p.m.
Thursday . . . . . CLOSED
Friday . . . . . 12:30 p.m. - 8:00 p.m.
Saturday . . . . . 11:15 a.m. - 3:15 p.m.

BOTKINS BRANCH

Mrs. Catherine Schnippel, Librarian

201 State Street
Botkins, OH 45306

Phone Number: 693-6671

Hours:

Monday . . . . . 11:30 a.m. - 4:30 p.m.
Tuesday. . . . . 11:30 a.m. - 4:30 p.m.
Wednesday. . . . . 4:00 p.m. - 8:00 p.m.

Thursday. . . . . .CLOSED
Friday. . . . . .11:30 a.m. - 4:30 p.m.
Saturday. . . . . 9:00 a.m. - 1:00 p.m.

FT. LORAMIE BRANCH

Mrs. Karen Anthony, Librarian

37-A North Main Street
Ft. Loramie, OH 45845

Phone Number: 295-3155

Hours:

Monday. . . . . .12:00 p.m. - 4:00 p.m.
Tuesday . . . . . .12:00 p.m. - 4:00 p.m.
Wednesday . . . . . .12:00 p.m. - 8:00 p.m.
Thursday. . . . . .CLOSED
Friday. . . . . .10:00 a.m. - 11:00 a.m.
and 12:00 p.m. - 3:00 p.m.
Saturday 10:00 a.m. - 2:00 p.m.

JACKSON CENTER BRANCH

Mrs. Ruby Smith, Librarian

205 S. Linden Street
Jackson Center, OH 45334

Phone Number: 596-5300

Monday. . . . . .10:00 a.m. - 4:00 p.m.
and 6:00 p.m. - 8:00 p.m.
Tuesday . . . . . .10:00 a.m. - 4:00 p.m.
Wednesday . . . . . .10:00 a.m. - 4:00 p.m.
and 6:00 p.m. - 8:00 p.m.
Thursday. . . . . .CLOSED
Friday. . . . . .10:00 a.m. - 4:00 p.m.
Saturday . . . . . 1:00 p.m. - 4:00 p.m.

PUBLIC LIBRARIES IN MIAMI COUNTY

Bradford Public Library
138 East Main St., Bradford, Ohio 45308
(513) 448 2612
Mrs. Jane Mangen, Librarian

Hours:
Mon. thru Fri. 12:30 PM - 5:00 PM
6:00 PM - 8:00 PM
Sat. 12:30 PM - 5:00 PM

J. R. Clarke Public Library
102 East Spring St., Covington, OH 45318
(513) 473 2226
Mrs. Hilda Fullerton, Librarian

Hours:
Mon, Wed, Fri. 9:00 AM - 8:00 PM
Tues. and Sat. 9:00 AM - 5:00 PM
Thurs. 11:30 AM - 5:00 PM

Flesh Public Library
124 West Greene St., Piqua, Ohio 45356
(513) 773 6753
Mr. Wallace White, Librarian

Hours:
Mon. thru Thurs. 9:00 AM - 8:30 PM
Fri. and Sat. 9:00 AM - 5:30 PM

Tipp City Public Library
11 East Main St., Tipp City, Ohio 45371
(513) 667 3826
Mrs. Caroline Weaver, Librarian

Hours:
Mon. thru Fri.9:00 AM - 8:30 PM
Sat. 10:00 AM - 5:00 PM

Troy-Miami County Public Library
419 West Main St., Troy, Ohio 45373
(513) 339 0502
Mr. William Paplinski, Librarian

Hours:
Mon. thru Thurs. 9:00 AM - 9:00 PM
Fri. 9:00 AM - 6:00 PM
Sat. 9:00 AM - 5:00 PM

Oakes-Beitman Memorial Branch Library
Rte. 48, Pleasant Hill, Ohio 45359
(513) 676 2731
Mrs. Jeannine Borton, Librarian

Hours:
Mon. and Fri. Closed
Tues. and Thurs. 1:00 PM - 5:00 PM
6:00 PM - 9:00 PM
Wed. and Sat. 1:00 PM - 5:00 PM

Milton-Union Public Library
560 South Main St., West Milton, OH 45383
(513) 698 5515
Mrs. Martha Coulton, Librarian

Hours:
Mon. thru Thurs. 10:00 AM - 8:00 PM
Fri. and Sat. 9:00 AM - 5:00 PM

ACADEMIC LIBRARIES IN MIAMI COUNTY

Edison State Community College Library
1973 Edison Dr., Piqua, Ohio 45356
(513) 778 8600
Mrs. Kathy Oda, Librarian

Hours during academic year:
Mon. thru Thurs. 8:00 AM - 9:00 PM
Fri. 8:00 AM - 5:00 PM
Sat. 8:00 AM - 12:00 noon

Wright State University, Residence
Credit Center, 316 N. College St., Piqua
(513) 773 4471
Mr. John Black, Librarian

Hours during academic year:
Mon. and Wed. 8:30 AM - 7:00 PM
Tues. and Thurs. 8:30 AM - 9:00 PM
Fri. 8:30 AM - 5:00 PM Sat. Closed

Here are some suggestions for the bibliography relating to the use of time. The first books listed are in the Amos Memorial Public Library in Sidney, the second set are at Edison State Community College.

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Weisman, Marilee, So Get With It: A Celebration of Wheelchair Sports.

The following books are in the library at Edison State Community College:

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Geller, Deborah and Arthur Geller, Living Longer and Loving It. Maplewood, NJ: Hammond, 1979

Merrill, Toni, Activities for the Aged and Infirm: A Handbook for the Untrained Worker. Intended for care givers but useful as source of ideas) Springfield, IL: C.C. Thomas, 1967.

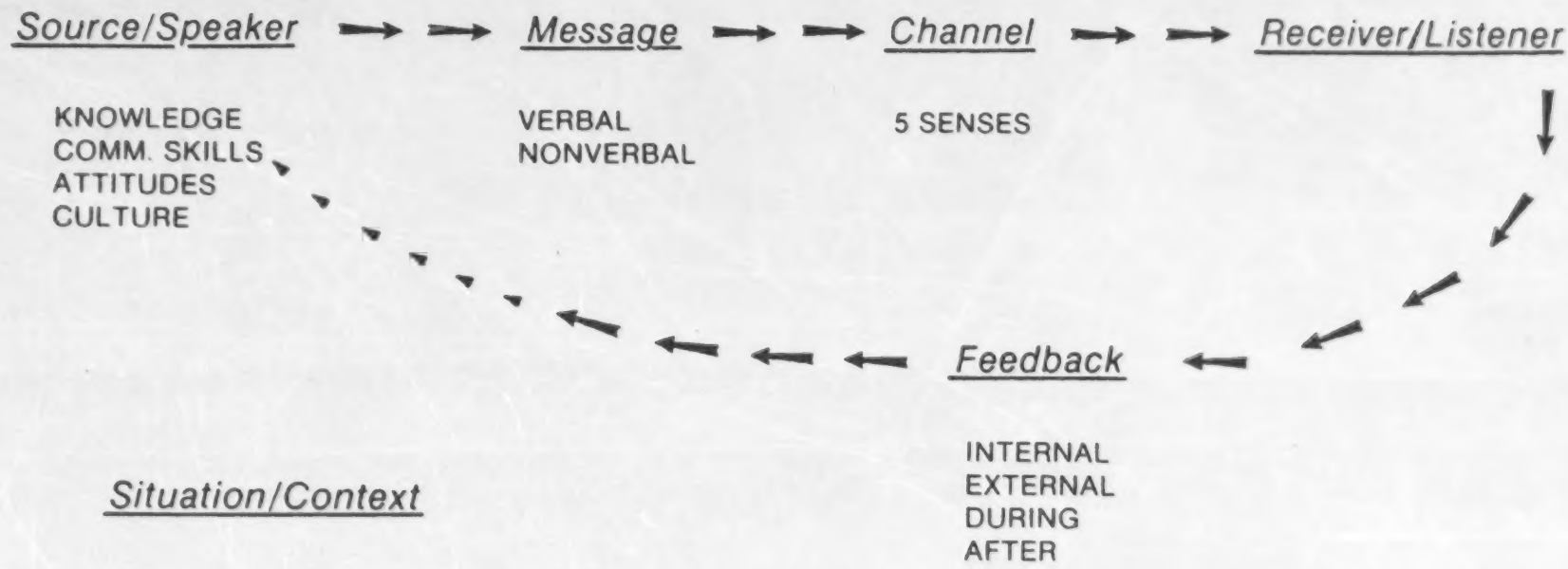
Norback, Craig T., The Older American's Handbook: Practical Information and Help. . . (a directory to sources of aid and information) New York: Van Nostrand Reinhold, 1977.

Stetson, Damon, Starting Over. New York: MacMillan, 1971.

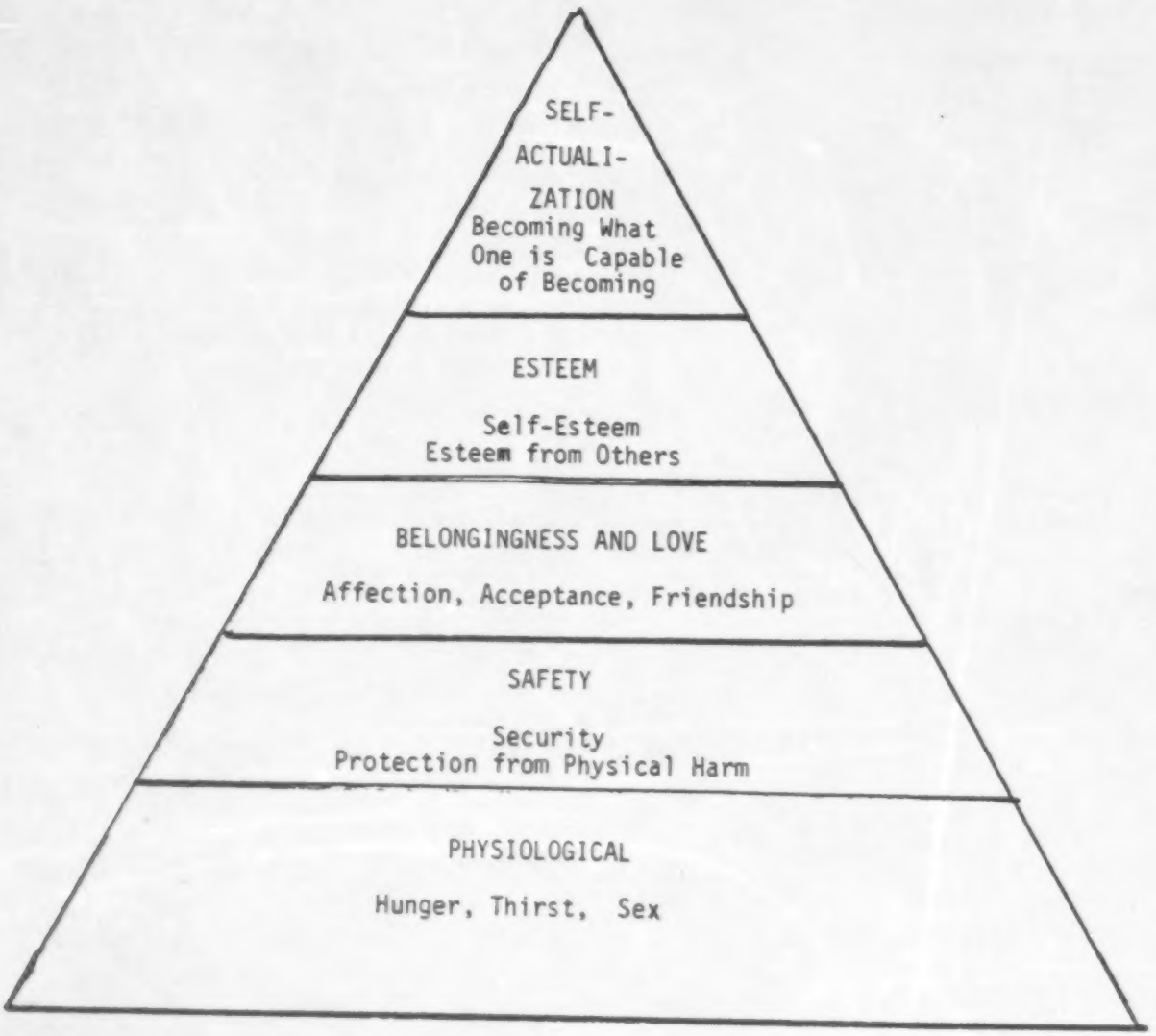
Winter, Dorothy, Help Yourself to a Job: A Guide for Retirees. Boston: Beacon Press, 1970.

Edison State Community College has many others, but they tend to be studies of aging, rather than materials directly applicable to an individual's personal life.

Communication Process



MASLOW'S HIERARCHY OF NEEDS



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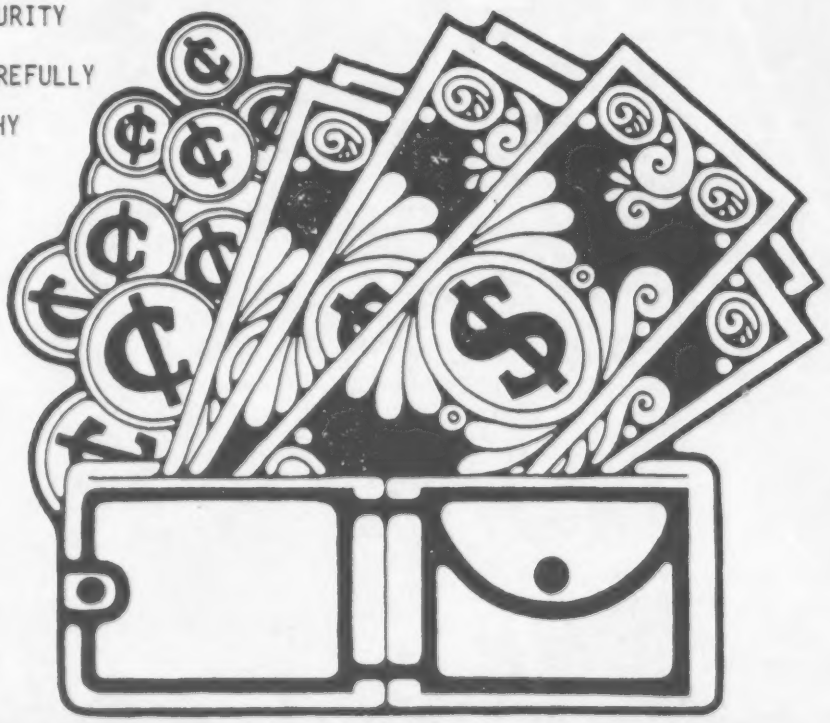


FINANCIAL PREPARATIONS

INTRODUCTION

Retirement is a beginning, not an end. It is not a fleeing of the past or an escape. It is the start of a new life - full, rich, and vital and stimulating - a life without all the old demands and sacrifices and responsibilities. With this program you are going to insurrect old hopes and dreams - the ones you've suppressed, and postponed and maybe even forgotten - examine them in the context of a new freedom and formulate the appropriate ones into solid plans for the future.

The future belongs to those who prepare for it, so let's get started.

Two important keys to your financial planning are inflation and taxes. Make it your aim to reduce the impact of both which would slow the growth of your retirement fund.

Here are some basic guidelines:

1) Considering safety and liquidity, whenever practical invest in assets which produce capital gains instead of fully taxable income.

2) Whenever you can, postpone taxable income from these assets until you have entered

retirement and will benefit from lower tax bracket.
3) Look for investments that have a tangible need, and rise in value along with inflation.

Financial planning is the navigation. If you know where you are and where you want to go, navigation isn't such a great problem. It's when you don't know the two points that it's difficult.

Here is your personal planning data sheet. Please stop now and complete it.

PERSONAL PLANNING DATA SHEET

Name _____ Date _____

Address _____

Telephone: Home _____ Office _____

Marital Status _____ Age _____ Do you have a current will

MY FINANCIAL RESOURCES

I. Loaned dollars

A.	Checking account	$_____
B.	Savings at bank	$_____
	Certificates of deposit*	$_____
C.	Savings and loan	$_____
	Certificates of deposit*	$_____
D.	Government bonds	$_____
	and instruments*	$_____
E.	Corporate bonds*	$_____
F.	Municipal bonds*	$_____
G.	Credit Union	$_____
H.	Mortgages receivable	$_____
I.	Loans receivable	$_____
J.	Cash value of insurance policies (worksheet follows)	$_____
	Total Loaned Dollars	$_____ (1)

PRESENT LIFE INSURANCE AND ANNUITIES
(Worksheet to Compute Item J)

Company	Type	Mortality Table	Face Amount	Cash Value	Net Insurance*	Annual Premium
TOTAL						

*Face amount less cash value = net insurance.

II. Working dollars

A. Stocks

No. of shares	Name of Company	Date of Purchase	Cost	Market Value

No. of Shares	Name of Company	Date of Purchase	Cost $	Market Value $
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			$_____	

Total Market Value $_____(2)

B. Real Estate

Equity in home
(market value less mortage) $_____

Other real estate
(net after mortgage):

_____ $_____

Limited Partnerships:

_____ $_____

_____ $_____

_____ $_____

_____ $_____

_____ $_____

Total Real Estate $_____(3)

C. Other investments

Limited Partnerships:

_____ $_____

_____ $_____

Commodities:

_____ $_____

Silver and gold:

_____ $_____

Art objects and antiques:

_____ $_____

Other (specify):

_____ $_____

TOTAL $_____(4)

TOTAL WORKING DOLLARS (2,3, and 4) $_____(5)

TOTAL LOANED AND WORKING DOLLARS (1 and 5) $_____

D. Loans outstanding (other than mortgages above) $_____

MY FINANCIAL OBJECTIVE

(Please number in order of importance)

_____Income now

_____Income at retirement

_____Maximum tax advantage

_____Educate children

_____Travel

Present annual income$_____

Taxable income last year$_____

Amount I could save per month $_____

My tax bracket_____%

Desired monthly income at retirement $_____

SOURCES OF MONTHLY RETIREMENT INCOME:

Social Security $_____

Pensions $_____

Other $_____

TOTAL $_____

ADDITIONAL INCOME NEEDED PER MONTH $_____

If education of child is objective:

Name of child	Yrs. Before College	Estimated Cost
		$
		$
		$
		$
	TOTAL COST	$
	AMOUNT SET ASIDE	$
	ADDITIONAL NEEDED	$

BENEFITS

Because the rules and benefit tables are constantly changing, it is impossible here to get very specific about how much your benefit payments will be. So, about a year before your projected retirement date, contact your nearest Social Security office and ask for the appropriate pamphlets that show you how to determine your basic monthly benefit. (You should start the actual paperwork involved in getting signed up about three months before retirement.)

Then sit down with the people who manage your company's pension program and get a line on what to expect from that source. If you've been keeping tabs over the years, you'll have some general idea, and there should he no shocks or surprises there.

Next take a pencil and calculator to the family budget to see where and how it will change after your retirement. If you're typical, you should be able to shave between a quarter and a third from your present living expenses. Now, put your expected retirement income figure next to your projected operating budget. You'll probably find a gap that's likely to widen with the years, too, because of the persistent rises in prices.

The means to fill that gap will come from the savings programs you have been building and nurturing during your working years. The size of your nest egg will depend largely upon how conscientious you have been in adding to it and making it grow for you. The size of the nest egg in relation to the size of the gap will be a major factor in determining how best to deploy it.

What are your options? Annuities. Bank savings accounts. U.S. Savings Bonds. Bonds and other fixed-income securities. Real estate, Common stocks.

TYPES OF INVESTMENTS

Savings Accounts: Funds placed in interest bearing accounts in commercial banks, savings and loans associations and credit unions provide cash reserves and accumulate for investment.

Such accounts are easily accessible, convenient and among the safest ways to put money aside. However, yield is not spectacular, especially in view of rising inflation.

In recent years, typical interest rates were usually 5¼ per cent at commercial banks, 5½ per cent at savings and loan associations, and sometimes 6 percent at credit unions. Interest is usually audited semi-annually or quarterly. The effective rate may be boosted almost ½ per cent by institutions offering daily compounding of interest.

Make sure the institution of your choice carries federal government insurance guaranteeing accounts up to $100,000 against loss.

Government Savings Bonds: For years the Series E government bonds have been the most often purchased bonds. They are now being replaced by new EE bonds. And for the first time, limits are

set on the length of time E bonds holders can go on earning tax-deferred interest. The higher denomination H-bonds also have been replaced by the new HH bonds.

The oldest E bonds, purchased May, 1952, will stop earning interest when they mature - from May, 1981, to April, 1992. If they are cashed at that time, income tax must be paid on all accumulated interest. To avoid this, you can continue to defer taxes by trading in those E bonds for new cash-income HH bonds which are now available.

But the old H bonds will not be HH bonds, which if received in a trade, can be cashed at any time without penalty. In other words, while the old E bonds can be traded in for new HH bonds old H bonds will have to be cashed in as they mature.

The new EE bonds offer some advantages over the E bonds. Even though they will not be redeemable until after six months (two months for E bonds) you will be able to change the beneficiary freely if it is someone other than yourself.

Maturity rate for EE's is 11 years, 9 months instead of five years, but the yield in the first

five years will be the same, an annual average of
per cent. This means that after the first five years you can cash them in at any time without penalty.

The yield on the new HH bond will be a flat 6 percent while the yield on the old H's started below 6 per cent.

Corporate Stocks and Bonds: With an estimated 29 million Americans owning stock directly and many more indirectly through interest in pension funds, this form of investment is the most popular today.

Stocks can be classified into four categories:

1) Growth Stocks. Expanding industries which increase sales at a rapid pace have a tendency to plow back a high percentage of earnings into expansion. This is often done at the expense of current dividends, but with prospects of increasing value of the company stock.

2) Income Stocks. Utilities are good examples of companies which are well established and have a record of paying good dividends regularly.

3) Trading Stocks. Also called "cyclical stocks", they are usually associated with industries whose earnings and stock fluctuate with economic conditions. The housing and textile industries are good current examples.

4) Speculative Stocks. Something that you should be very cautious about if you want to consider your holdings as serious investment. Often they are low-priced issues of un unproved merit.

Bonds: A bond is basically an IOU. The investor lends money to a company or the governmental unit which issues the securities as an acknowledgment of that debt, and also as a promise to pay interest and to ultimately repay the lender.

Maturity dates on bonds may extend from a few years to more than 30 years into the future. The owner of the bond may either hold the bond until maturity or sell it at any time in the secondary market. If held until maturity the owner can collect the full face value.

Bonds traditionally depreciate less sharply in value as is possible with stocks. They are more likely to provide the yield they promise.

A good rule of thumb would be to limit your fixed income holdings to 25 per cent of your total holdings.

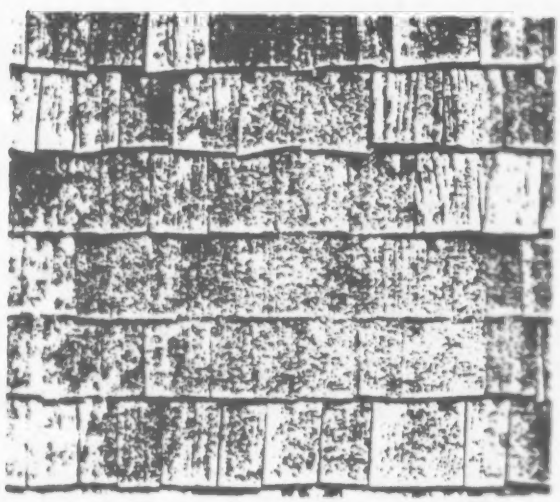
One of the safest forms of investment is U.S. government bonds, because they are backed by full faith and credit of the government. Municipal bonds, offered by local government units (states, cities, counties, etc.), vary in the degree of safety. But municipal bonds offer an attractive feature: Interest is exempt from federal income tax and usually from state, income tax in the state which issues them. But because of the tax advantage, municipal bonds offer lower percentage rates, which generally make them attractive only to an investor in a high tax bracket.

Corporate and Convertable Bonds:

PROS & CONS OF JOINT OWNERSHIP

There are many valid reasons for married couples to hold property jointly. If their total estate is so small that taxes would be minimal or avoided entirely, many of the negative effects of joint ownership probably would be nonexistent- and possibly even be more than offset by certain benefits.

Here are some advantages of joint ownership:



It can give a sense of family security.

It can provide a safe and easy way to maintain and liquidate bank accounts.

It can reduce estate administration costs and speed up the settlement of the estate, since property passes at once to the survivor.

It can reduce or eliminate the need for probate.

One important thing you should realize about joint ownership is that it does not take the place of a will. Whether you choose joint or separate ownership, each spouse should have a will; that's the only sure way of seeing that your wishes are carried out after death.

There are many types of joint ownership, and a quick review might prove useful. Joint tenancy permits co-ownership of real estate and other types of property, with right of survivorship. In other words, the survivor receives total title of ownership at the death of the other co-owner. Tenancy by the entirety is limited to joint ownership by husband and wife, and in many states to real estate only, with the right of survivorship. Tenancy in common permits two or more persons to own individual shares in real or personal property; co-owners' shares pass to heirs or beneficiaries, not to surviving co-owners. Community property is the assumption in eight states that each partner in marriage has an automatic right to half the couple's assets, regardless of who provided how much. (The eight community property states are Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, and Washington.) Business arrangements such as partnerships, syndicates, and joint ventures are yet other forms of joint ownership.

For most married couples, joint ownership means joint tenancy and/or tenancy by the entirety where right of survivorship is a principal element.

Many couples believe the arrangement is all they need in the way of estate planning. Here are some reasons why that can be a dangerously shortsighted assumption.

One: It restricts your estate planning options. Because assets pass automatically from one spouse to the other on death of one, you cannot spell out in a will conditions under which your "share" of property can be distributed.

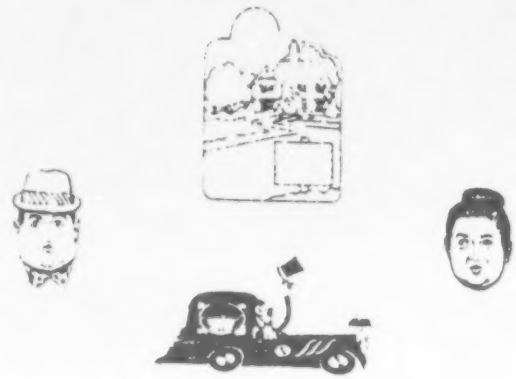
Two: It can be inconvenient. Both owners must give their OK to any changes in the property - changing the ownership status, disposing of it, and the like. This means signatures of both, say, when selling jointly held stocks & bonds.

Three: It could increase state taxes. Although the gift and estate tax laws have been liberalized with regard to the marital deduction and joint ownership, there are circumstances where maximum use of the tax provisions cannot be made because property is held jointly.

Four: It can have gift tax implications. If one spouse contributed all or most of the assets, he or she is, in effect, making "gifts" to the other. Many couples, ignorant of this obligation, can find them-

selves facing unexpected taxes or penalties for failing to declare the gifts.

What, if anything, can be done to unspring these potential traps? First, it isn't such a bad idea, under most circumstances, to keep the house in joint names. That way, the survivor acquires it at once on the spouse's death. Likewise for a savings account with enough money in it to carry the survivor over the first rough months until the estate is settled, or at least sufficiently organized to permit the disbursement of some funds. Second, you could decide to divide all other property equally, including securities and other real estate, by changing from joint tenancy to tenancy in common, dropping the right of survivorship. This way, each can dispose of his or her share by will. Any gift tax liability of one spouse should be far less than the estate taxes that would result from not dividing the property. As with other such maneuvers, the guidance of professional counsel is advised.



TRUST FUNDS

Can you use a trust? Do they have a place in your estate plan? They are not only for the super rich. More and more persons of modest means are using trusts to accomplish a variety of estate planning aims, from lowering taxes to helping charity.

The first step in deciding whether trusts are for you is to determine just what you want them to accomplish. The second is to understand some of the basic differences between various types of trusts.

Here are some of the things trusts can do for you. Provide financial support for a relative. Split family income and thus the total family tax bill. Divide an estate among heirs. Retain family privacy. Help minimize estate taxes. Provide professional management of assets. Protect a family business. Make gifts. Assure bequests of specific property. Help charity.

There are basically two kinds of trusts, those that are in effect while you are alive, or "inter vivos trusts," and those that become operative upon your death, called testamentary trusts. Living trusts can be revocable (those in which you retain control of the assets) or irrevocable (those in

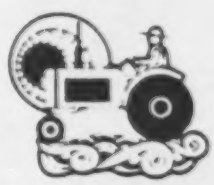
in which you permanently give up control). The distinction is an important one, particularly in estate planning.

Trusts can be used to assure a lifelong stipend for a spouse or other relatives from the income generated by the trust assets, with the assets themselves going, so, to a child or grandchild on the income beneficiary's death. This serves two valuable functions. First, it assures an income for someone who might otherwise possess enough financial acumen to use the capital wisely.

HOW GIFTS & ESTATES ARE TAXED

Since much of your estate planning strategy involves cutting the federal tax bite, some idea of how the tax works should be of help. Of course, Congress has a way of playing havoc with the rules, so it's impossible to get too specific here.

The first thing you ought to remember about the federal gift and estate tax structure is that it is progressive. This means the rate gets higher as the taxable estate gets larger. It's an important point, because it increases the potential for tax savings through reductions in the size of the estate.



Because of this incentive to reduce the size of the taxable estate, the Internal Revenue Service has evolved a body of rules covering the way in which these reductions may be made. Basically, IRS is telling you that you can't have your cake and eat it, too. You either must dispose of your property - outright and with no strings - or your estate will be taxed on it.

This means that any property you transfer to someone else on which you reserve the income or the right to "use and enjoy" is not acceptable by the tax people as a transfer. Further any property you transfer to someone else less than three years before death generally is counted in your estate as well, minus any gift tax paid or credit applied. Also counted in your estate are proceeds from any life insurance policies you own. Likewise, any property transferred to someone else after death via a will is counted in the estate. However, any amount bequeathed to a qualified charitable organization is deductible from the gross estate.

Property included in the gross estate must be appraised at fair market value. The executor generally may value the property either at the date of death or an alternate valuation date. If

he uses the alternate date, he must apply it to all assets, not just to some. Present law places the alternate valuation date as six months from the date of death. Unless he is granted extensions, an executor must file as estate tax return no later than nine months after death.

In 1976, Congress extensively rewrote the gift and estate tax laws. In 1978, it refined so some of these changes. Without getting too deeply into specifics, here is what the new legislation did:

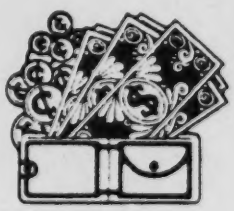
It scrapped the old separate gift and estate tax tables and separate lifetime exemptions. It replaced them with anunified tax rate on both gifts and estates. In place of the separate exclusions, it instituted a unified tax credit. The value of gifts now is tallied and cumulatively and deducted from the unified credit when the estate's final accounting is made. However, please note that the annual $3,000 gift tax exclusion was not touched by the 1976 law and remains available to you.

ANNUITIES AS RETIREMENT VEHICLE

The main purpose of an annuity program is to eliminate the gamble that your retirement funds and life span will come out even. A secondary purpose - particularly for those still some distance from retirement - is to provide a vehicle for creating these retirment funds and for protecting them as much as possible against the ravages of inflation and taxes.

Since annuities are tied closely to the concept of life insurance, they are sold primarily by insurance companies. In fact, insurance companies are the only ones legally permitted to sell commercial annuities. Mutual funds and stock brokerage houses that have begun in recent years to market annuities with special "investment" twists do so through tie-ins with life insurance companies.

You can purchase an annuity all at once with a relatively large chunk of cash (called a "single premium annuity") or a little at a time through regular installment payments (called an "annual premium annuity").



An immediate annuity is a single premium annuity that starts to provide income at once. (Payments must begin within a year of inception.)

A deferred annuity is one you purchase, either as a single premium or annual premium annuity, on which income distributions begin at some future date as specified in the contract.

The period during which you are paying into the annuity but are not drawing income, or the period your lump sum payment is not being returned to you, is called the "deferral period", or "accumulation period".

During the deferral period, your principal may be invested in a variety of ways. In a fixed annuity, the insurance company invests it in securities, such as bonds, that return a fixed amount. It can therefore guarantee you both safety of principal and the amount of return. However, this guaranteed result quite likely will fall below the rate of return your capital could generate elsewhere.

In a variable annuity the company invests a specified portion of the principal in securities providing some growth potential, such as common stocks. Since this portion is subject to the vicissitudes of the equity markets, the results cannot be guaranteed. You're trading a guaranteed result for the chance to obtain a better inflation

hedge. A variation of this is the switch-fund annuity, which allows you to shift the assets at will among a number of mutual funds within a "family" of funds of the participating investment company.

Individual annuities can be purchased on one life or two. In recent years the growth of group annuities has been rapid as a means of providing company-sponsored employee retirement benefits.

HOW AN ANNUITY "PAYS" YOU

Once the annuity begins making regular payments to you it becomes an income annuity. At the point where you shift from a deferred annuity to an income annuity, you must take care to choose the desired income option. Once income payments begin, you generally are not able to change options.

There are several options - A straight life annuity provides a predetermined amount of income for the life of the annuitant. Period. When he or she dies, all payments stop - even if they fall short of the amount paid into the annuity.

A joint and survivor annuity is one that provides income for the lifetime of two persons,

generally a husband and wife. It may continue income at the same level until the second one dies, or it may provide larger payments while both are alive and reduced payments after one dies.

A life annuity with installments certain provides income for the lifetime of the annuitant. In addition, it guarantees to make these regular payments for a specified number of years, paying them to a designated beneficiary if the annuitant should die within that period.

An installment refund annuity pays income for life to the annuitant. But if he should die before receiving as much money as he paid in, the payments will go to a beneficiary until that amount has been reached. A cash refund annuity does the same thing, except that instead of continuing regular payments to the beneficiary, it provides a lump sum equal to the amount of undistributed principal.

An important point to remember is that these various options do not provide the same amount of income. The more guarantees the annuity has the lower the payments to you. Thus in making the proper choice, yourmain task is to determine what your present and future are likely to be.

What's wrong with that? Great idea, in principle, but the biggest drawback is that annuities earn so little. In traditional fixed annuities, the issuing company guarantees you a stated return on your principal. To do this, it must invest the principal in fixed-income securities such as bonds. The return thus frequently falls below the rate of inflation, and even in the best of times barely keeps ahead of it - even with the tax-deferral feature.

To overcome this, the insurance companies several years ago began offering variable annuities. These commit a certain portion of the principal to "safe" securities such as bonds, on which a guaranteed return is provided. The rest is invested by the issuing company in a portfolio of common stock, via mutual funds. The principal thus committed enjoys the benefit - and pays the consequences - of ups and downs in the stock market. You have no control over the choice of these investments.

The history of variable annuities over the past several years has not been noteworthy, reflecting in large part, of course, the performance of the stock market in general. Over the long haul, in a rising market period, they should

do better. But you're still at the mercy of the company's investment managers, and it's sometimes hard to judge how good their track record is or will be.

One way to bet that limitation is to take management of the assets into your own hands. Some insurance companies thought they had the ultimate answer to variable annuities with the so-called investment annuity. The idea was to allow you as the annuity buyer to retain control over the investments. You could fund the policy with securities you already held or with others, and you received the right to change your holdings at will, all the while sheltering any gains under the annuity rules. Not surprisingly, the Internal Revenue Service thought this was too generous and ruled them out.

Then, in 1980, came the switch-fund annuities. Instead of the investor's retaining control over the actual shares, he is given credit against the shares of mutual funds held by the insurance company. The funds are those in the "family" of the participating investment company. The investor is allowed to shift his credits at will among the funds in the family and retain the tax shelter provided by the annuity unless, of course, he withdraws his assets. This arrangement seems to be acceptable to the IRS, which has approved several such programs.

A more common situation involves a husband and wife who desire to assure lifetime income for both. A joint and survivor annuity, which is simply a straight life annuity on two lives, answers this need for many.

Which annuity is best?

No single answer is possible, of course, because of the multitudes of individual variables involved. However, you should keep these considerations in mind as you pick your way to a decision:

Since an annuity's main purpose is to deliver the highest income possible, you should look for the one that does this best. Straight life will usually win.

If you want to leave assets behind for your heirs, you can generally do it more profitably both for them and for yourself by means other than annuities. Divide your assets accordingly between annuity and estate.

Don't automatically assume a joint and survivor annuity would be best for you and your spouse. When determining the income payments of a joint and survivor annuity, greater weight is generally placed upon the wife's age than the

husband's, since she is likely to live the longer. In the usual case where the wife is younger, the effects can be substantial. But even if she is two or three years older than her husband, the income level will probably be lower than that of similar annuity for the husband alone. As you shop around, then, compare the income of a joint and survivor policy against the combined incomes of annuities purchased separately by husband and wife.

If you do choose a joint and survivor policy, consider taking one that reduced payments after the death of one spouse. Since living costs generally decline when one spouse dies, this arrangement would provide more income for both during their lifetime together.

CONSIDER A "PRIVATE ANNUITY".

You don't always have to get an annuity from an insurance company. "Buying" one "privately" has much to commend it. When they think of annuities, most people think of the type purchased from an insurance company, so-called commercial annuities. However, it is possible to enter into an annuity agreement quite independent of an insurance company contract.

Such "private annuities" have several advan-

tages, most of which are generally associated with estate planning. The provision of a lifetime income for the annuitant is only one of them, and frequently is not the one that motivates the maneuver.

Because of these various benefits, you might find a private annuity a valuable tool in your own financial planning program. However, you should likewise be aware of certain disadvantages and potential pitfalls.

To create a private annuity, you (the annuitant) agree to turn over certain assets to another part (the obligator) in return for a promise to pay you a certain amount of money at regular intervals over your lifetime or for a set number of years. This payback must have a direct bearing on your life expectancy and it must include payment of a "reasonable" rate of interest in order to avoid being considered a "gift" by the IRS.

Private annuities are frequently undertaken within families, with the obligator generally someone younger than the annuitant, say a son or daughter. Sometimes they are used as a method for an employer to pass on his small business to his employees. The business itself, whether it is to be kept in the family or passed to someone else, is often the asset used to

finance the annuity. A family residence and other real estate are other types of property frequently used. A major advantage of employing a private annuity when dealing with highly appreciated property is that capital gains can continue to be deferred - taxes are paid on them gradually as capital is returned. (In buying a commercial annuity, you must first sell the funding assets and pay taxes on them "up front".)

Besides the deferral of capital gains and the prospect of having regular income over your remaining years, you can have these other advantages by using a private annuity:

The assets can be removed from your estate and thus reduce potential estate taxes and administration costs.

As long as the "present value" of the annuity equals the value of the property transferred, there will be no gift tax.

The transfer of the property frees you of investment and management responsibilities.

Where the obligator is a relative and is in a lower tax bracket than yours, you can lower the family's total tax liability with regard to

income generated by the property.

The obligator, too, can reap benefit from such a transaction:

He assumes ownership of the assets and thus can take any tax deductions available on the property (but no deductions for payments to the annuitant).

He can use the assets to provide financial leverage.

He can sell or exchange transferred property without incurring any capital gains.

ANNUITIES AS SAVINGS VEHICLES

Deferred annuities, whether single premium or annual premium, have long been popular repositories for savings that someday will be used to provide retirement income. One reason for this popularity is that an annuity program provides a discipline for regular savings. Another is that, in general, the assets thus set aside may be confidently regarded as "safe."

Because of their safety, the government has encouraged through its tax laws their use in personal retirement savings programs. It allows employees of charitable and educational organizations to salt away generous portions of income in tax-sheltered annuities. It includes annuities among the investment options for Keogh and IRS plans. It allows annuity users to defer income taxes on earnings of annuity principal during the accumulation period.

This tax-deferred feature, in fact, is one of the greatest selling points for annuities. Not only do you avoid current taxes on annuity interest, but those untaxed savings keep on earning for you too.

SHOULD YOU USE ANNUITIES?

We've discussed the various options open to you as a potential annuity buyer. What should you do? We're not convinced that you should do anything. We have never been enthusiastic about annuities as savings vehicles. They just don't grow fast enough even with the deferred tax break. A portfolio of good growth stocks that appreciates in value at an average of 9 per cent or so a year should do much better, particularly if you have a relatively long way to go before retirement.

Another reason to be wary of becoming locked into an annuity program is that the very tax deferred feature that attracts you to it could later work against you. That's because the only way you can escape a hefty tax on the accumulated earnings of the annuity is to take them out on an annuitized basis, that is, at a regular rate based on your life expectancy at the time you begin withdrawing them. As noted earlier, this decision is an irrevocable one; once you've made it, you're stuck with it. You can no longer get your hands on the assets you've committed to this program, regardless of how desperately you may need them later.

If you decide that, instead of choosing an annuity payout, you'll take your assets and run, you'll have to pay a tax all at once on the accumulated income. You may be able to cut the tax impact of such a lump sum distribution with income averaging, but you also could find that in the long run you might have been better off to have paid the tax in the first place and placed your savings elsewhere where they could have grown faster.

But, suppose you have invested in annuities and it is now time to choose your payment method. As we said before, the amount of income you derive from an annuity depends on the way you choose to receive it. Again, the right choice is important, because once made, you don't have another crack at it.

HOW MUCH WILL IT PAY

Your health plays no part in your ability to purchase an annuity - unless the annuity has some life insurance aspects tied to it. The amount of income an annuity provides is determined by your age at the time the income payments begin, and by the type of annuity you choose. Since the life expectancy of women is higher

then that of men, in general the payment schedule for a woman is about the same as that for a man five years younger.

The extent of the guarnatees provided by the insurance company will also affect the payment level. The more guarantees, the lower the benefits.

Thus, straight life annuities, which guarantee nothing beyond a steady income as long as you live yield the highest return. But when you die, the payments stop, and your estate receives nothing, even if the payments fall far short of the amount you paid in. They go instead into the pool to provide benefits for those who live beyond the life expectancy of the age group. Simple enough logic.

But many individuals, it seems, cannot live with the thought that their estates will receive nothing at their demise, or they want the guaranteed income from an annuity but wish also to provide survivors with some assets after death. So a variety of refund annuities were invented; we defined and described them at the beginning of this chapter.

SOCIAL SECURITY

For those receiving its retirement benefits, Social Security provides a basic monthly payment for life. It provides extra for a qualifying spouse, and it provides for that spouse in widowhood. It meets certain medical expenses under its Medicare program. It reduces the benefits of recipients who retire early and those who earn more than a certain amount at retirement.

That much is generally understood. But beyond that, most people's knowledge begins to get hazy. Here is a nutshell description of how your individual benefit level is determined. To qualify for full benefits, you must have at least forty quarters of "covered" service; that means you have to have worked the equivalent of at least 10 years in a job where Social Security taxes were deducted from your pay. These days, that means just about everyone except certain public school teachers and civil servants, who are covered by other plans.

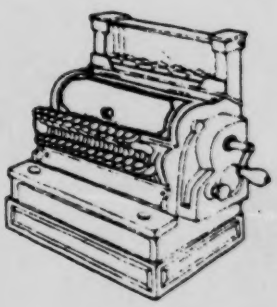
Having thus qualified, you are then subjected to certain rules to determine the amount of benefits to which you are entitled. Your primary benefit level is based on your "best" forty quarters. For most of us,

that means the most recent ones, because of using income patterns and a rising wage base on which the Social Security taxes are computed. From these best forty quarters, your individual average monthly wage is computed, and once this has been determined, henceforth and forevermore your Social Security benefits will revolve around this figure. If you choose to retire before the normal retirement age of 65 - the rules allow you to start drawing retirement benefits at age 62 - your benefits will be set at a lower rate than if you wait until age 65. If you work beyond 65, you can earn higher benefits. Because the rules and benefit tables are constantly changing, it is impossible here to get very specific about how much your benefit payments will be. So about a year before your projected retirement date, contact your nearest Social Security office and ask for the appropriate pamphlets that show you how to determine your basic monthly benefit. (You should start the actual paperwork involved in getting signed up about three months before retirement.)

Then sit down with the people who manage your company's pension program and get a line on what to expect from that source. If you've been keeping tabs over the years, you'll have some

general idea, and there should be no shocks or surprises there.

Next take a pencil and calculator to the family budget to see where and how it will change after your retirement. If you're typical, you should be able to shave between a quarter and a third from your present living expenses. Now put your expected retirement income figure next to your projected operating budget. You'll probably find a gap that's likely to widen with the years, too, because of the persistent rises in prices.



The means to fill that gap will come from the savings programs you have been building and nurturing during your working years. The size of your nest egg will depend largely upon how conscientious you have been in adding to it and making it grow for you. The size of the next egg in relation to the size of the gap will be a major factor in determining how best to deploy it.

What are your options? Annuities. Bank savings accounts. U.S. Savings Bonds. Bonds and other fixed-income securities. Real Estate, common stocks.

There are, as I said, some potential disadvantages and opportunities for slip-ups that must be given consideration before committing your assets to a private annuity.

Foremost, the agreement must be carefully and expertly drafted in order to withstand a challenge by IRS. Because of the complexity of private annuities and this need for careful drafting, you should only undertake them with the advice and help of competent legal and tax counselors.

It is also important for you to realize that you must choose an obligator in whom you have complete trust and confidence. The same rationale that allows you to defer capital gains also results in an unsecured promise on the part of the obligator. If he should go bust or otherwise renege on his promise to repay you, you would have no way to protect yourself or your investment. (You can, however, cover yourself against his untimely death with a life insurance policy separate and apart from the annuity agreement.)

There are ways to avoid or minimize the drawbacks of private annuities, and your counsel

can help you incorporate them into your program. In many cases the potential benefits of such private annuities far outweight the hazards and make them worth the care and effort needed to create them.

Second, it can save a good deal in estate taxes because, in effect, the assets are taxed only once, while serving twice.

Short-term trusts can be used to provide income for an aged parent or other older dependent. These revocable trusts are of no use in reducing the size of your estate. since if you die while one is in force, the assets are counted among your own. This is the case with any revocable - any trust in which you retain the power to change any of the provisions or to dissolve it and reacquire the assets.

However, if the trust is irrevocable, its assets will not be counted in your estate because you have given them away totally and permanently. You might find that you incur a gift tax liability when establishing and contributing to such trusts.

Where can you get specific advice about trusts? A good place to begin is with the trust department of your local bank. They can tell you whether

your idea has merit, perhaps offer alternatives if it's questionable. They can also give you a picture of total cost. You should also talk with your lawyer early on; you'll need one for just about any kind of trust you set up. You might want to bring your tax counsel into the talks, too. He could have some insight into your financial picture that the lawyer might not have.

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INCOME

	Now	After Retirement
Salary		
Retirement Income		
Company Pension		
Other Pension		
Social Security		
Yourself		
Spouse		
OTHER INCOME		
Interest on Savings Accounts or Bonds		
Dividends		
Real Estate		
Income from Other Job		
Profit from Own Business		
Accts. Receivable		
Other Sources:		
Total Monthly Income		

EXPENSES

		Now	After Retirement
Rent or House Payment			
Food			
Clothing			
Travel			
Amusement			
Doctor, Dentist and Hospital Bills			
Automobile			
Telephone			
Electricity, Fuel, Oil, etc.			
House Repair			
Furniture			
Working Expenses			
Transportation			
Food			
Clothing			
Personal Items			
Insurance:	*Life*		
	Other		
Taxes:	*Income*		
	Other		
Other Items			
Total Monthly Expenses			

OUR NET WORTH

WE OWN		WE OWE	
Cash		Current Bills	
On Hand	_____	Rent and/or Utilities	_____
Checking	_____	Medical - Dental	_____
Savings	_____	Charge Accounts	_____
Other	_____	Other	_____
Investments (cash value)		Long Term Debt	
Incentive Investment Plan	_____	Home Improvement Loan	_____
Accumulated Vacation Plan	_____	Education Loan	_____
Stocks	_____	Unpaid Taxes	_____
Bonds	_____	Other Debts	_____
Life Insurance (cash surrender value)	_____		_____
Other	_____		_____
Real Estate (cash value)		Real Estate	
Home	_____	Amount Still Owed	_____
Cottage	_____	Amount Still Owed	_____
Land	_____	Amount Still Owed	_____
Other	_____	Amount Still Owed	_____
Personal Property (cash value)		Personal Property	
Furniture & Appliance	_____	Amount Still Owed	_____
Automobiles	_____	Amount Still Owed	_____
Boat	_____	Amount Still Owed	_____
Clothes & Jewelry	_____	Amount Still Owed	_____
Other	_____	Amount Still Owed	_____
We Own	_____	We Owe	_____

We Own _____

Minus What We Owe _____

Our Net Worth _____ as of Date _____

5

LEGAL CONCERNS

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LEGAL CONCERNS

INTRODUCTION

In this section of the program, we are concerned with the legal affairs of life. This part of the program has been placed appropriately under "money matters" since one must prepare themselves legally in order to preserve and maintain the wealth that they have managed to accumulate during their life. Many people are much more concerned with making money than preserving the money after it has been made. In this section, therefore, we are most concerned with the estate that is accumulated by the average person during their life.

We will be discussing in this section estate planning, including the necessity of having a properly drawn will, probate, estate taxes, trusts and the nature of joint survivorship property. We will also be concerned with the federal gift tax, the buying and selling of real estate, the legal ramifications of borrowing and lending, investments and also certain consumer protection items which should concern the retiree. The underlying theme through-

out this section is that the individual should take the time to obtain proper legal advice and to put his or her house in order before it is too late.

I. WHY A WILL?

A. Choosing a Lawyer

It is important that the individual anticipating retirement choose a family lawyer to represent him if he has not yet done so. It has often been said that, "If one represents himself, he has a fool for a client." Many people try to put their legal affairs in order by themselves and thus take a "do it yourself - handyman" approach to legal matters. It cannot be emphasized enough that this has caused untold problems for the loved ones of such individuals. It is a necessity that proper legal advice be sought from an honest and trustworthy attorney.

Individuals should also note that since the law is becoming increasingly complex, it may be necessary to consult several types of lawyers within their given specialties for certain legal areas. Thus the individual retiree might have one attorney to do his estate planning and will drafting and another attorney to consult in the purchase and sale of real estate. Thereafter another attorney might be

sought if the individual found it necessary to file suit on a consumer protection warranty problem. Since many lawyers have recently begun to specialize, it is important that the individual seek out this information from the attorney during his conferences.

It is also important that the individual have the lawyer explain to him the nature of the fee charged for the various lawyer's services. For example, as it will be explained later, attorneys sometimes charge an hourly rate and most often use percentage fees which are provided by the local courts in charging for their probate services.

B. The Will

What is a will?

By technical definition, a will is "the legal declaration of a man's intention, which he wills to be performed after his death." Although this definition has withstood the scrutiny of lawyers and judges for two centuries, it does not adequately portray the function of a will.

A will should be thought of as a piece of paper which represents a man's life. . . his work, his hopes, his dreams.

It is not easy in this day of high taxes and rising costs of living and of educating children to accumulate an estate. An estate represents what is left after a lifetime of work, and generally it is accumulated in the hope of passing on some measure of support and comfort to your family. And the best way to carry out your hopes and dreams for each member of your family is through the medium of a carefully drafted will. Your will, therefore, is perhaps the most important document you will sign in your lifetime. It serves as a substitute for what you would do for your family if you were still alive.

Who Needs a Will?

Every man and woman, married or single, over the legal age for making a will (which in this state is 18) should have a properly drafted will. A person does not need to have a large estate to warrant the writing of a will. Indeed, the smaller the estate, the greater the need for a well-planned will, since each dollar wasted in unnecessary taxes and other expenses hurts that much more.

Why Do Husband and Wife Both Need a Will?

Even where a husband and wife are joint owners of all their property with right of survivorship, each should have a will.

This is necessary to control disposition of the property on the deal of the surviving spouse, since neither knows which will survive or if the survivor will live long enough to write a will.

But very few people die with all of the assets owned jointly. In this case, a will is needed to control their individually owned property. There is also the possibility of each individual inheriting assets from some unexpected source, which would be subject to the terms of that individual's will.

What Happens if I Die Without A Will?

Your property will be distributed according to a statute called the intestate law (see chart). This is the best substitute the state can provide in the absence of a will. The problem is that the laws are, of necessity, inflexible, so they treat every case alike, even though the family situations are vastly different. They

provide a scheme of distribution on the basis of what the law would expect the average person with an average family would want done with the average estate. Generally, a certain faction of the estate goes to a surviving spouse, if any, with the balance given in equal shares to children or other relatives of the closest degree to the decedent.

Intestate laws are inadequate in that they do not make provision for firends, business associates, charitable institutions, schools, churches. The intestate laws are also inadequate because they treat all types of property the same. There are no special provisions for family heirlooms or jewelry or a family business, for example. They also fail to consider the different needs of different beneficiaries, some of whom may need protection against their own spending habits or the exorbitant demands of a husband or wife.

The only way to handle these special situations is through a carefully planned will.

How Can A Will Save Money?

A properly written will can reduce death taxes, thereby leaving more of your estate for your family. It also gives you the choice of appointing a competent person

who will be in charge of settling the estate. In addition, your will can provide that the individual appointed need not post bond, which saves the estate the expense of paying the premium on the bond.

C. Preparation and Execution of the Will

An example of a very simple Last Will and Testament has been included in your materials for your information. Depending on the estate planning done by the individual (estate planning will be discussed more fully below), the will will vary in complexity.

It is important to know that the will must contain certain basic information and also be properly executed. Under Ohio law, the testator (the person making the will) must sign the will in the presence of two witnesses, and these witnesses, who vouch for the competency and willingness of the testator to sign, must also sign the will in his presence and in the presence of each other.

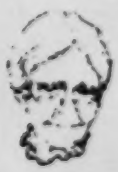
In some states, wills written by the testator himself without being witnessed are valid. These wills, sometimes called holographic wills, are not valid in Ohio.

The most famous example of problems caused by these types of wills is the famous search for the Last Will and Testament of the late Howard Hughes.

In order to have a properly drafted will, it is a necessity that it be carefully and accurately drafted by a competent attorney.

D. Intestate Disposition Without a Will Under Ohio Law

A chart has been included in your materials and will also be shown as an audio-visual aid in regards to the statue of dissent and distribution in Ohio. This state law governs when an individual passes away without a will or when the will does not properly provide for the disposition of the estate assets when individuals named in the will have predeceased the testator. Basically under Ohio law, the surviving spouse is entitled to the first $30,000 of the estate plus one-half of the balance of the estate if there is only one child and that child is the natural child of the surviving spouse, then the surviving spouse is entitled to the first $30,000 plus one-third of the balance of the estate. In the case as noted above



where the surviving spouse is not the natural parent of the children, then the surviving spouse is entitled again to the first $10,000 plus one-third of the balance of the estate. By just looking at the surviving spouse's share as provided under Ohio's intestate law, one can see the necessity of carefully drafting a will.

It is also important to note that an individual need not leave anything to heirs other than his surviving spouse. The surviving spouse does have a right to elect against the will and take the share that they would get under the intestate statute. Thus in the probate of a decedent's estate, when there is a surviving spouse the surviving spouse goes through a procedure as to whether to elect to take under the will or to elect to take against it. It is thus very important that both husband and wife have a carefully drafted will.

E. That Second Marriage and "Antenuptial Agreements"

Since the surviving spouse under Ohio law always has certain probate rights, including the right to elect to take against the will of the decedent, one can thus see that the second marriage of an individual could cause potential problems. Most persons are aware of family situations where the second husband or wife ended up with all the property of the family, and the original children of the first spouse to die were thus disinherited.

In order to avoid these problems, it is advised that individuals seek legal counsel before that second marriage is consummated. Such legal advice will usually result in the recommendation of what is called an "antenuptial or prenuptial agreement" whereby the parties to the second marriage set out the various assets that they own individually and also provide for waiving the rights they would otherwise have under Ohio probate law. The antenuptial agreement thus provides that the parties to the second marriage can leave

the property to their respective children through their wills without the surviving spouse disrupting this process by electing against the will. It is important that the antenuptial agreement be accurately drawn up by a competent attorney and that the parties to the agreement be fully advised as to the separate property and the value of said property of each of the parties.

II. PROBATE

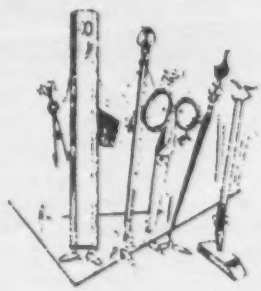
Probate is often a mysterious and complicated affair for the average individual. The Probate Court, which is a division of the Common Pleas Court in each county in Ohio, basically has jurisdiction over the estates of decedents and also guardianship estates and juvenile court matters. All of these various legal items are strictly regulated by state statutes, which are known as the probate code.

Many efforts are now afoot in various states to adopt what is called a uniform probate code which would simplify the probate procedures for guardianships and decedents' estates and thus lessen the need for attorneys to guide their clients through the maze of complicated probate laws.

A. Guardianships vs. Powers of Attorney

When an individual becomes imcompetent, either due to advanced age or physical and mental infirmity, it may be necessary to appoint a guardian over his person and estate. In some states this is referred to as appointing a conservator for the individual.

Under the Ohio law, a guardian can be appointed for either the person or the estate or for both the person and the estate of an alleged incompetent person. Once the application for the guardianship is filed in the Probate Court, legal proceedings are then initiated, and a hearing is held; and the Probate Judge rules as to whether the guardianship is needed for the alleged incompetent person.



Once the guardianship is established, an inventory must be filed for the estate of the ward (the incompetent person), and this estate is much like the estate of a decedent.

It is important that the individual that is anticipating retirement understand the difference between a guardianship and what is called a power of attorney. Under Ohio law,

a person may delegate authority to an agent through an instrument known as a power of attorney. The individual, in order to create a power of attorney which may be specific or general in nature, must, by all means, be competent. In order to execute a valid power of attorney, the person signing the document must sign of his own free will, and his competency must be attested to by two witnesses; the document must also be notarized. A general power of attorney under Ohio law may also continue after the disability of the individual giving the power of attorney. Thus a validly executed general power of attorney may continue after a person becomes incompetent. The power of attorney thus may, in some instances, serve as a short-order guardianship assuming that the power of attorney was validly executed prior to the time the person became incompetent.

Unfortunately, many people try to use powers of attorney when the individual becomes elderly and actually needs a guardianship. Powers of attorney can be very dangerous especially when the person receiving the power cannot be trusted with the property

of the individual giving the power. Always remember that the guardian of the person is strictly accountable to the Probate Court while the person with a power of attorney is not.

In order eliminate the need for guardianship between husband and wife, many individuals execute general power of attorneys to each respective spouse when their wills are prepared. The power of attorney is filed with the will and is then used when the one spouse becomes incompetent. This is a safe procedure as long as all the property of the incompetent person is going to the surviving spouse anyway by virtue of the will.

B. Decedents' Estates

As noted above, the Probate Court of each county has jurisdiction over the estate of those persons passing away as residents of that county. When an individual passes away, he or she has an estate which can thus be administered by the local Probate Court. Under Ohio law, the estate of a decedent has the right to be administered in the Probate Court up to twenty (20) years from the date of death. It should also be noted that estates of decedents do not necessarily have to be "probated."

Those who administer the estate of the decedent, either administrators or executors, are entitled to a fee which is set down in the probate code. A chart setting out these percentage fees is included in your materials. Also included is a typical attorney's fee schedule which is also based on percentages.

C. The Will and Probate

The properly drafted and executed will, which has been discussed previously, is an important document used in the probate process. If a decedent has a will, then the will is then admitted to probate and thus governs the administration of the estate. If the decedent did not have a will, then the court must appoint an administrator to be the fiduciary of the estate and also comply with the strict state law on all probate matters. Through a properly drafted will, the individual can shortcircuit and bypass many of the complicated probate procedures set out in Ohio law.

D. Making A Will

In reality, you have or will have a will. It will be the one that you have written to fit your own wishes or the one that the state writes for you after death. However, the state's will most likely will not bear any resemblance to the way you would have written it. Had you done so during your lifetime.

I urge you to obtain a properly drawn will prepared by a competent lawyer in the state where you are living.

I wont' go into details about all the will should contain. However, let me make this one suggestion as to what you should not do. Do not, for example, will so many shares of XYZ Company to your daughter, Sally, nor your credit union account to your son, Johnny. If you do, everytime you change your investments, which you may need to do often, you'll need to change your will. Plan for the disbursement of your assets by percentage. If you have four children and want your estate to be equally divided among them, specify in your will that 25 percent of your assets should go to each.

If you want a portion to go to charity, reduce these percentages so as to have some left for this purpose.

III. ESTATE TAXES

The individual anticipating retirement will most assuredly be concerned with both the federal and State of Ohio estate taxes. Two charts setting out the rates of these taxes are included in your materials. Also note that the federal estate and gift taxes are now unified, and these tax rate schedules are the same. It should also be noted that Ohio, as of this date, does not have a gift tax law. This does provide certain estate planning opportunities that will be discussed at a later time.

It should be noted in passing that much estate planning (which will be discussed below) has to do with structuring one's estate so as to avoid the payment of the federal and Ohio estate

taxes. Since the Ohio estate tax taxes at a much lower amount, estate planning is thus probably necessary for any individual interested in avoiding unnecessary taxes.

IV. ESTATE PLANNING

Estate planning is a process whereby an individual seeks to preserve the property he has accumulated during his life in order that he may have sufficient income for his retirement, and thereafter he may then transfer what is left with a minimum of cost to his loved ones either before or after he passes away. We all seek to provide security for our families, and estate planning is essentially a family matter. In regards to pre-retirement planning, estate planning is particularly important due to the recent inflated values in land and other commodities. If any person owns any amount of real estate, he more than likely needs estate planning.

The costs we talk about in estate planning are the "transfer" costs associated with the passing of property from one person to another, usually in an inter-generational

context. These sometimes "unknown" figures are: probate costs (including attorney's fees), estate and gift taxes, income tax liability, and other undetermined expenses. Our purpose in estate planning is to make the individual aware of these unknown costs as his estate is presently structured, ascertain his objectives in regards to his family and then alter his estate through various means (if this proves necessary) in order to minimize the transfer costs of the future.

In order to adquately do estate planning, it is necessary for the individual to make an inventory of all of his assets. This is a good thing to do whether one actually does estate planning or not. A chart for listing your assets for the husband and wife is included in your materials.

A. The Will In Estate Planning

There are many tools to be used in estate planning that will help the individual to accomplish his varying objectives. We have the "will", the focal point of any effective estate plan by which the individual disposes of the property he will actually hold at death and avoids the often undesirable results of Ohio's law of dissent and distribution,

which would govern the legal affairs if the individual dies intestate without a will. If one anticipates estate planning, his present will may thus have to be redrafted.

B. Trusts

One useful device to hold property or to manage property is by the use of trust. Of all of the tools of estate planning, it is probably the least understood and appreciated.

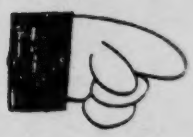
A trust is an instrument through which the owner transfers property to a fiduciary called the trustee. The trustee makes the investment or manages the property for someone named in the instrument as the beneficiary.

A person may do an excellent job of managing his assets when he is active, alert and aware. When his health fails, his arteries harden, his eyesight fails or he gets too old or worried, he may need assistance. One flexible and practical tool that can be used to carry out objectives is a trust.

If there is a large estate, especially if it is made up largely of cash and life insurance proceeds, and the surviving spouse

is elderly or inexperienced in investing and managing lots of money, it may be that a trust is the most desirable method of meeting the heir's needs.

Trusts may also be used by the individual to manage the estate of minor children or other incompetents after the individual has passed away. Trusts are also used, in effect, to avoid the probate process.



Trusts are special, versatile instruments. Those that will commence at the time of death are called testamentary trusts. A trust created and operated during one life is called "intervivos". There are revocable and irrevocable living trusts. A revocable trust is one that gives you, the settler of the trust, the power to revoke and/or alter the trust during your lifetime.

Property that you have placed in a revocable trust will still be included in your taxable estate, because you have maintained control of the asset.

An irrevocable trust arises when you completely dispose of your power to control the property in the trust or the income from it. Gift tax liability often results from the creation of an irrevocable trust.

C. Trusts and the Bypass Operation"

If the individual and his spouse have a modest amount in their estate, then they may be able to save on both probate costs and estate taxes by not leaving everything directly and absolutely to the surviving spouse. The disastrous effects of a simple "I love you" will are demonstrated on a chart in your materials. By leaving everything to the surviving spouse, the assets of the estate are taxed and probated twice or at least one and one-half times. The chart on Page 163 shows how an A and B marital deduction trust can be used to preserve estate assets by leaving the surviving spouse only a life interest income and a certain portion of the estate.

One of the first laws of estate planning is thus not to leave everything to the

surviving spouse and, when it is feasible, to bypass the surviving spouse but to provide income security at the same time for said spouse.

If real estate alone is involved in the estate plan, a simple life estate and remainder interest can be used to accomplish the same thing. See the chart in your materials explaining the bypass operation with this.

D. Freezing the Value of Assets

Another tactic the individual may be interested in after undergoing estate planning is to freeze the value of estate assets. This is another cardinal rule of estate planning. The freezing technique can be done by using several tools, such as sales to family members, business buy-out agreements and gifts.

In other situations, sometimes corporations are set up whereby certain frozen assets are retained by the individual, such as preferred stock or debt securities, while other assets which will grow with inflation (for example, the common stock in a

corporation) is then gifted over a period of time to the next generation. Thus one of the tactics of estate planning is to freeze off the value of assets to protect them from the ever increasing and disastrous inflation that we have encountered in the United States.

E. Joint Survivorship can be Dangerous

It is important that the individual in anticipating retirement understand the nature of joint survivorship versus tenancy in common and other methods of owning real estate and personal property. By virtue of joint survivorship, the individual has made a contract that the property shall pass to the survivor. This can be done, for example, on real estate through a joint survivorship deed or what is known as a tenancy by the entireties deed. By this process, the person has made a contractural agreement that the property shall go to the survivor on the deed. This has been used commonly between husband and wife.

Joint survivorship is also used on most bank accounts and many people use joint survivorship in the form of payable on death

(P.O.D) accounts which are sometimes known as toten trusts.

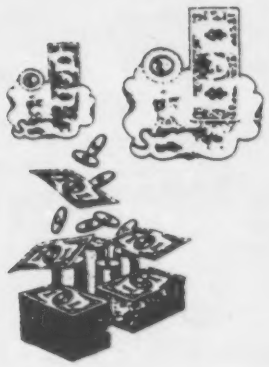
Joint survivorship can be dangerous because individuals do not understand its relationship to the various categories of items we are concerned with in estate planning. These items are the federal estate tax, Ohio estate tax, probate estate and certain income tax items. Reference should be made to the chart in your materials. It is important for the individual to realize that although joint survivorship may avoid probate on the joint survivorship asset on the first death, that this does not necessarily mean that the joint survivorship asset shall not be taxed by the federal and state government. Joint survivorship also automatically directs that the joint survivorship properties shall necessarily pass to the surviving spouse. Sometimes this is not desirable in the estate planning context. For example: It is not possible to do a bypass operation on joint survivorship property.

F. Gifts

It is important that the person anticipating retirement also understand the nature of the making of gifts and the ramifications of the federal gift tax which is unified with the federal estate tax. The gift tax rates are set out in the chart which was mentioned previously in the materials.

The federal government basically allows a 3,000 a year per donee gift tax exclusion from the gift tax law. Gifts under this amount do not have to be reported. Also gifts under this amount are not subject to the 3 year gift in contemplation of death rule. This rule provides that taxable gifts (those for which a return had to be filed) made within 3 years of the donors death are brought back into the federal estate tax return. The valuation of the gift is thus made at the date of death and not at the previous time it was given to the donee. It is important to know, however, that the gift is not brought back in for probate purposes and the gift property still remains

outside the probate estate.



It is also important to note that Ohio does not have any gift tax at this time. Since the Ohio State Tax is due for reform in the near future, Ohio, like many other states, may add a state gift tax law. It is important that, if the individual is anticipating making gifts, that he consult with a competant attorney or estate planner to acertain the ramifications in making said gift. Many effective estate plans have been ruined by the fact that the person had made gifts without any understanding of the gift tax laws.

In undergoing estate planning it is important that the person seek out competant estate planning advice. This can be provided either by a competant estate planning attorney, insurance salesman, trust officer, or accountant. It is also wise to seek out, perhaps two or three opinions on variously devised estate plans. Estate planning is a matter which is becoming more important as time goes by for more individuals. Whether one actually does estate planning or not, everyone has an estate plan at their date of death. You can either make your own or the state will make one for you.

EXECUTORS' AND ADMINISTRATORS' FEES UNDER OHIO LAW

Sec. 2113.35. Executors and administrators shall be allowed commission upon the amount of all personal estate, including the income FROM THE PERSONAL ESTATE, THAT IS received and accounted for by them and upon the proceeds of real estate THAT IS sold under authority contained in a will, as follows:

(A) For the first one HUNDRED thousand dollars, at the rate of FOUR percent;

(B) All above ONE HUNDRED THOUSAND DOLLARS AND NOT EXCEEDING FOUR HUNDRED THOUSAND dollars, at the rate of THREE per cent;

(C) ALL ABOVE FOUR HUNDRED THOUSAND DOLLARS, AT THE RATE OF TWO PER CENT.

Executors and administrators shall also be allowed a commission of one per cent on the value of real estate THAT IS not sold. Executors and administrators shall also be allowed a commission on one percent on all property THAT IS not subject to administration AND that is includable for purposes of computing the Ohio estate tax, except joint and survivorship property.

TYPICAL ATTORNEY FEE SCHEDULE
ALLOWED BY LOCAL PROBATE COURT

Personal Property

6% on 1st	$ 5,000	= $ 300.00
4% on next	$15,000	= $ 600.00
2% above	$20,000	= $ 100.00

e.g.

$ 8,000 estate	= $ 420.00
$ 25,000 estate	= $1,000.00
$ 50,000 estate	= $1,500.00
$100,000 estate	= $2,500.00
$400,000 estate	= $8,500.00

Real Estate

2% on appraised value

OHIO ESTATE TAX

A. Tax Rate on Taxable Estate
(The gross estate less exemptions and deductions):

First $0,000

$40,000 - $100,000 - $800 plus 3% over $40,000

$100,000 - $200,000 - $2,000 plus 4% over $100,000

$200,000 - $300,000 - $6,600 plus 5% over $200,000

$300,000 - $500,000 - $11,600 plus 6% over $300,000

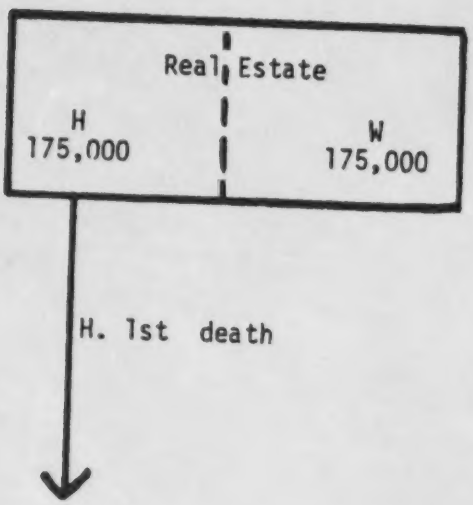
Over $500,000 - $23,600 plus 7% over $500,00

B. Exemptions:

Estate Exemption	- $ 5,000
Spouse	- $30,000
Minor Children	- $ 7,000
Adult Children	- $ 3,000
Brothers, Sisters, Nieces, Nephews, Other Relatives	- $ -0-
Institutions, Corporations and Others	- $ -0-

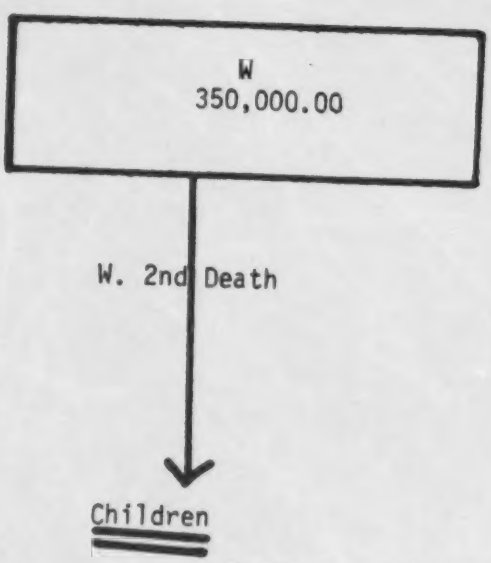
ESTATE PLANNING

Everything to Surviving Spouse



I
175,000.00
250,000.00
-0-

Federal Estate Tax = 0



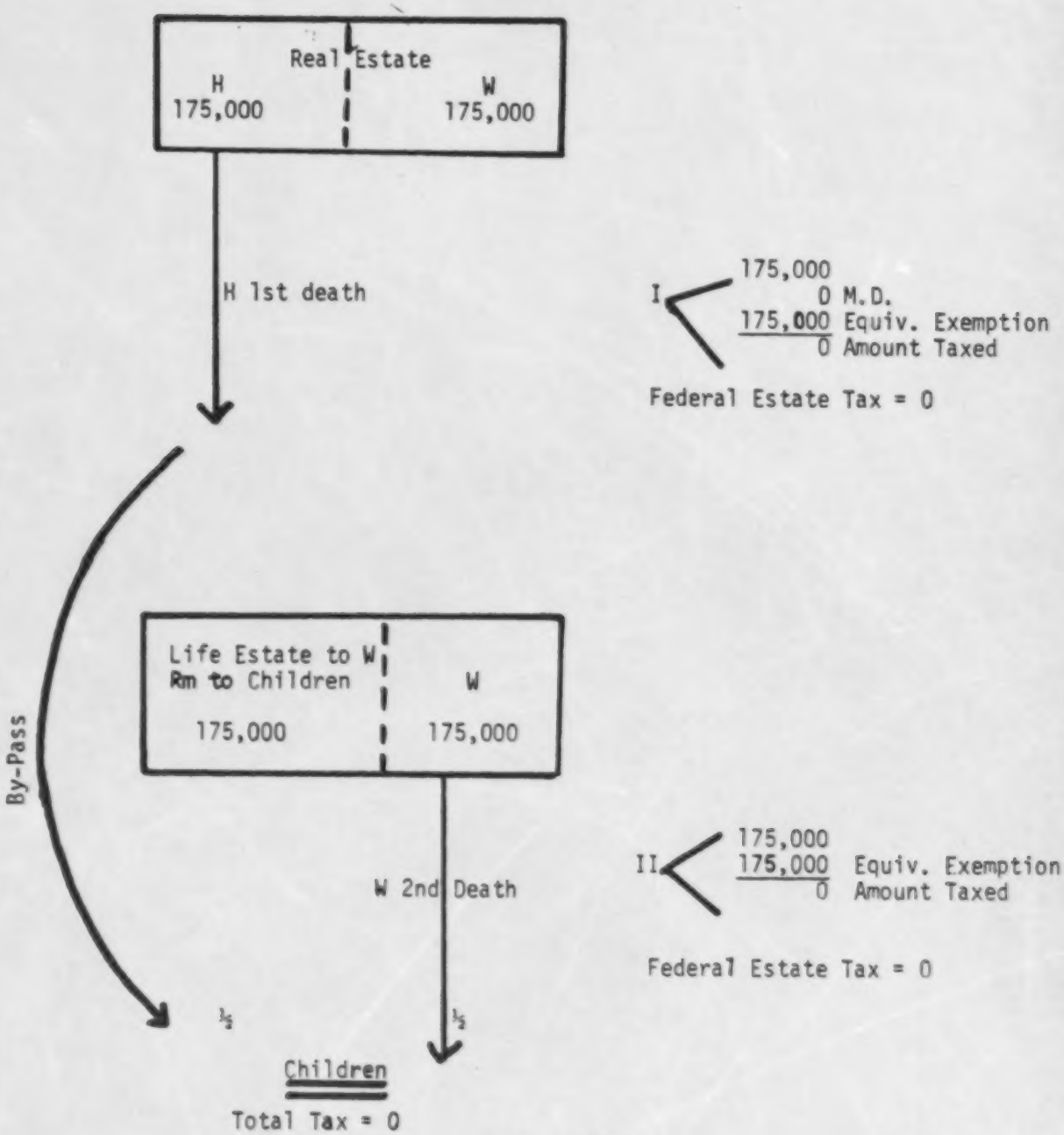
II
350,000.00
175,000.00
175,000.00 Amt. Taxed

Federal Estate Tax = $57,800.00

Total Tax = $57,800.00

ESTATE PLANNING

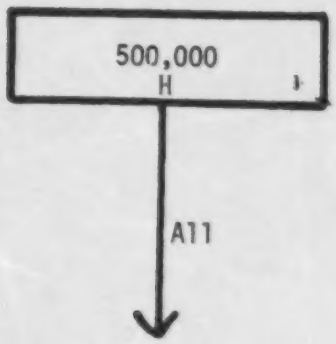
Life Estate/Remainder Interest in ½ to Children



ESTATE PLANNING

"I Love You Will"

Everything to Surviving Spouse

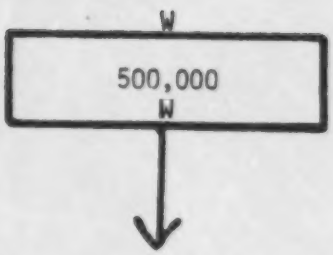


I

500,000
250,000 Marital Deduction
250,000

175.000 Equiv. Exemption
75,000 Taxed

Federal Estate Tax = $23,800



II

500,000
+ inflation(?)
500,000

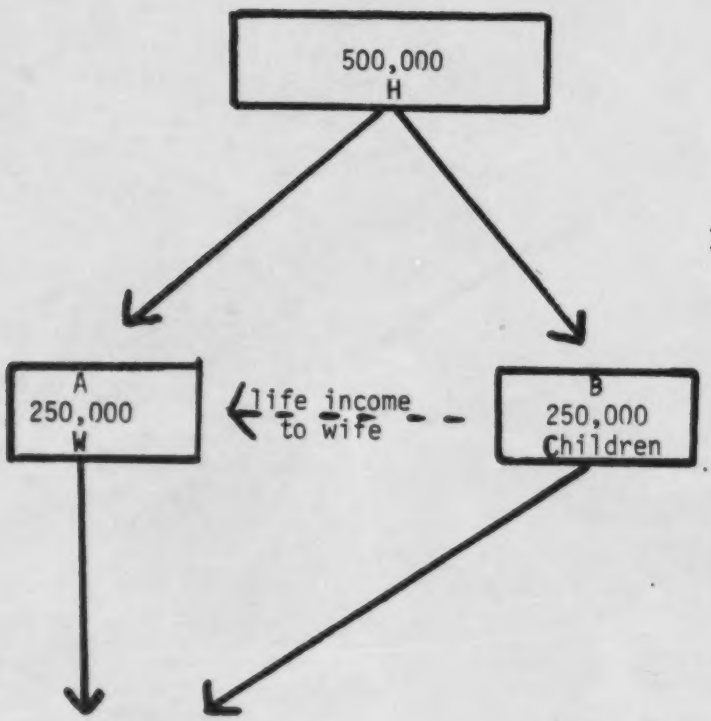
175,000
325,000 Taxed

Federal Estate Tax = 108,800

Total Taxed = $400,000
Total Tax = $132,600

ESTATE PLANNING

A & B By-Pass Trust



I.

500,000
250,000 Marital Deduction
250,000

175,000 Equiv. exemption
75,000 Taxed

Federal Estate Tax =
23,800.00

II.

250,000
+ inflation(?)
250,000

175,000
75,000 Taxed

Federal Estate Tax = 23,800.00

Total Taxed = $150,000
Total Tax = 47,600

Savings of $132,600 - 47,600 = $85,000.00

CATAGORIES IN ESTATE PLANNING

Type of Asset	Probate Estate	Fed. Estate Tax	Ohio Estate Tax	Income Tax
H/Surv.	0	100%	50%	
T/Common	50%	50%	50%	
Free Simple Ownership	100%	100%	100%	
Life Insurance	0	100%	0	
Life Ins. (Cross ownership)	0	0	0	
Installment Sale	Balance owed on contract?	Same	Same	Liability

1. Unless survivor can show that he or she contributed consideration at initial purchase; also subject to new survivor 2% per year

2. Only one half if H. survivor is between husband and wife.

3. Typical Insurance owned by decedent who had incidents of ownership and payable to beneficiary outside of Probate Estate.

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Arthur Liebers

6

YOUR HOME AND YOUR HEALTH

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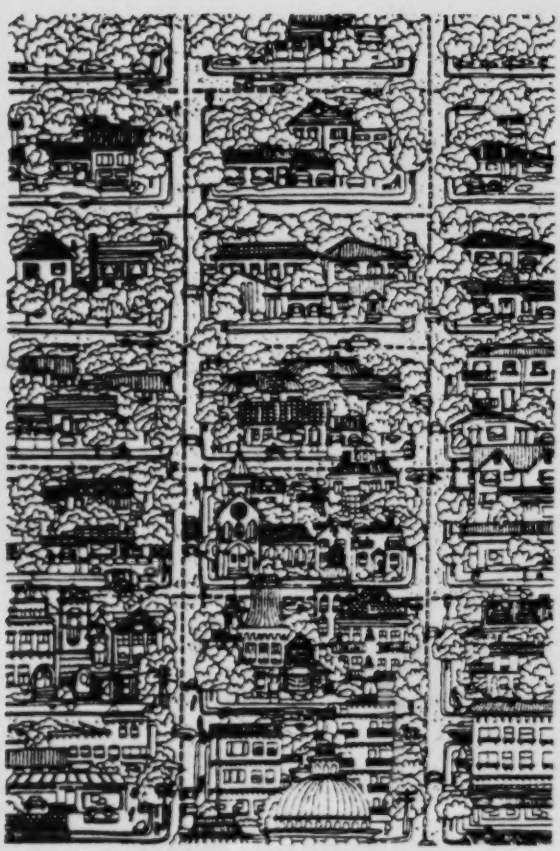


YOUR HOME AND YOUR HEALTH

Where you live is much more than a shelter. It was chosen to meet the needs you had at the time it was selected: enough space for a ~~growing~~ family, near the school, play areas & playmates for the children. Often the factors affecting the children were given higher priority than proximity to work and other interests, cost, and other factors which may have caused some burdens. As retirement approaches, it is necessary to evaluate your home and your needs. The changes that come with retirement may free you to select a more desirable home. The best home will be the one which will be the most helpful in helping you with your new goals.

Ask yourself these questions about where to live:

1) Are we too emotionally attached to our location and neighborhood to adjust to a move?

2) What life-style do we want and where do we want it? After making this decision, then find a home that you can afford and that will assist you in living your selected life style.

3) Will our home be a base at which we return between trips and spend little time or will we spend most of our time in our home with hobbies, entertaining, etc? (The latter decision will probably result in the spending of more money on the house because of a deeper "attachment" to the house.

4) Will transportation be available at a price I can afford? (The money has to be divided between house, transportation, hobbies, entertainment. . . now you can can begin to see why you have to decide how you want to use your time.)

5) Looking ahead a few years with the possibility of some physical changes to my body, my eyes, and ears, my ability to get around, will services be available where we want to relocate? Are health facilities close by? (within ten miles) Are shopping centers, churches, libraries, etc., within reasonable distances? Could deliveries be made if necessary?

6) Is my idea of a house for my later years safe? A one-floor plan? Safe approach outside? A minimum of maintenance? Convenient transportation which may eliminate the use of a car?

7) Will our move be complete or seasonal?

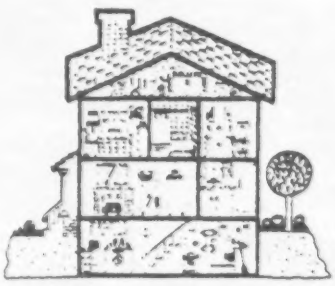
Money and Moving

If you are moving out of state or out of the country, you will need to check on your social security regulations and the benefits of Medicare and Medicard which vary from state to state.

Renting and owning

Renting has many advantages for the retired. There is less responsibility; one is free to terminate a lease; often there is no groundskeeping; your money would be available to you and not tied up in investment. Owning may be set for you if ownership is important or if you like to remodel and re-do a house. That of course, leaves you with the full responsibilitity of financing and maintenance, and makes "getting away" a little harder to do.

Some choices you may have are a house, a condominium which is the ownership of a unit in complex of units. Be certain to check contracts carefully and purchase from reliable developers. Another choice is the cooperative apartments in which all tenants share the cost of utilities and maintenance. Many retired couples buy a mobile home and place it on a rented lot and can be made ready to move without too much effort. They are equipped with appliances and often furniture, too. Many retired persons enjoy life in a trailer park and like the efficiency of mobile home.



Other retired couples like the freedom of pulling a trailer or camper moving about when and where they wish. These units discussed could be rented for a year to test how that life-style suits you.

Retirement Communities

This life-style may be for "the old fogies," but by now you are beginning to see how the retired person begins to outgrow the middle-age crowd and begins to fit into a new group. Interests change. Strength and energy decline. Your main channel of keeping in touch with the younger people will be through your family connections.

Your contemporaries will offer you much now. For one thing, they are available--not away at work where your middle-aged friends are. You'll find that they have similar interests, financial means, strengths, and goals. In a retirement community, supportive services are available. You'll find yourself in a community where newcomers are welcome and friendships readily made.

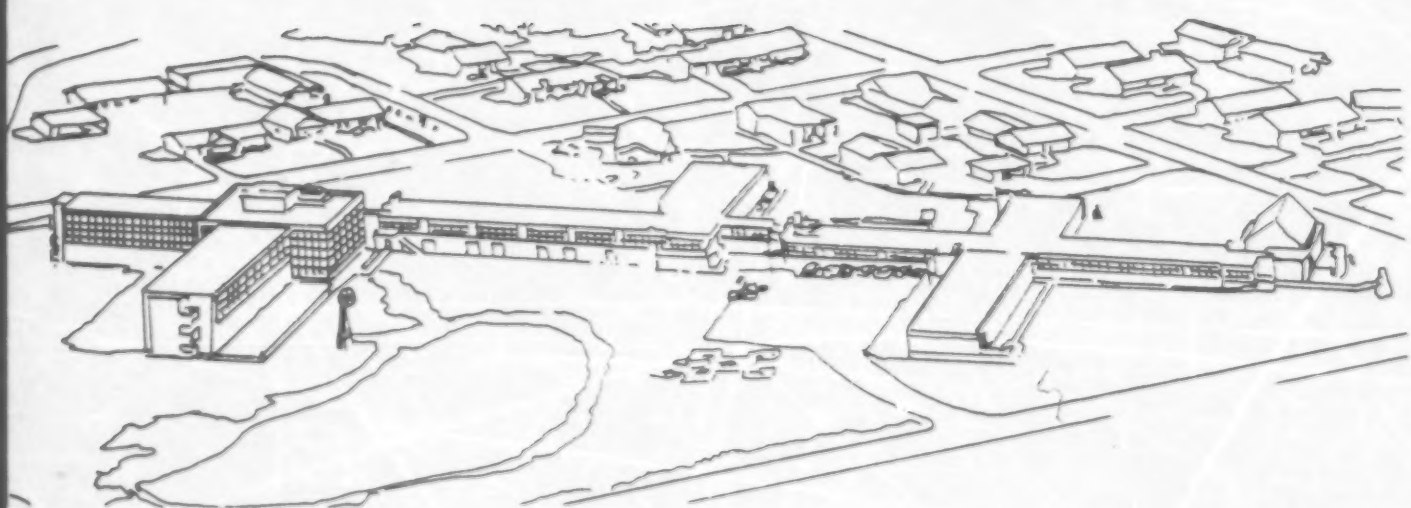
Life-Care facilities

Life-care facilities are designed to supply everything from shelter to entertainment. Methods of financing vary from place to place. This life-

style appeals to those who enjoy group living and want the assurance that they will be cared for by people they care about.

Appraising Your Home for Retirement

Factor	Good	Satisfactory	Poor	Unacceptable
Cost				
Enjoyment				
Location				
Transportation				
Suitability to New Lifestyle				



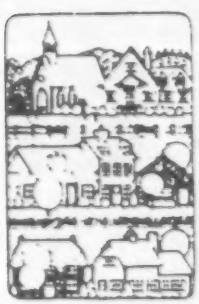
HOUSING

The first question you need to answer for yourself is "WHERE DO I WANT TO LIVE WHEN I RETIRE?" To answer that question, you need information, common sense, good judgment, communication with your spouse, and honesty with yourself. What may be right for one may not be right for someone else.

WHEN I RETIRE, I WANT TO LIVE_____

_____

_____

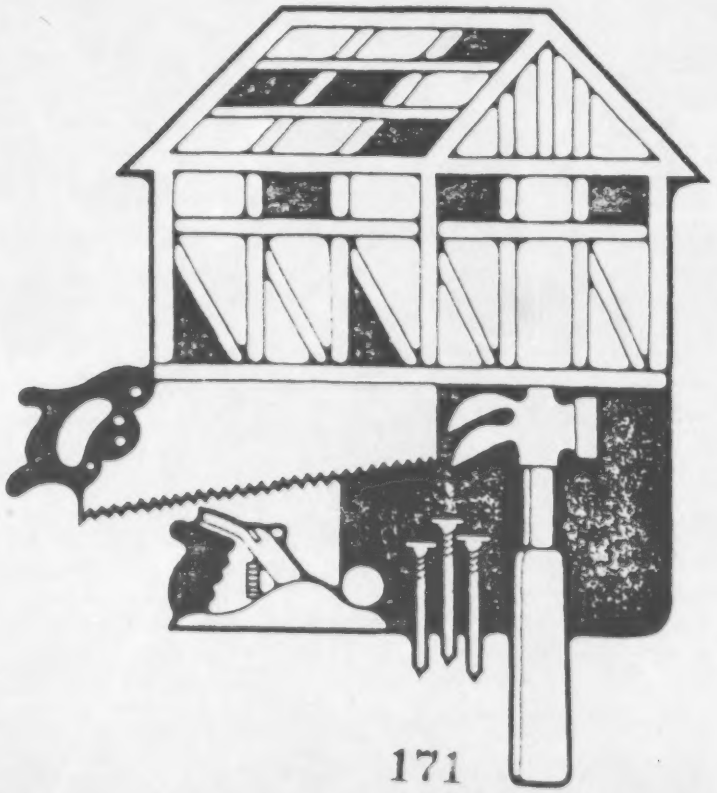


No matter what your answer is, consider all the different alternatives and the advantages and disadvantages. Make some lists! Remember the move is to make living more comfortable and pleasant. Personal adaptability may be more important than the factors of climate, finances, or availability of community services in making the decision to stay or move.

Some questions to ask yourself before changing your living situation:

1. Is it economically good to change?
2. Where is the cost of living less?
3. Is renting cheaper?
4. Are home costs cheaper?
5. Do utilities cost about the same?
6. What will I gain by moving?
7. What will I lose by moving?
8. Do I adapt well to change?

If you decide to stay in your present home, you should consider the convenience of your home. Some home improvements now will make living in your home more comfortable now and in the future.



PUT YOUR THOUGHTS ON PAPER. THIS LIST WILL HELP YOU START TO THINK ABOUT SOME IMPORTANT AREAS.

1. Is there adequate insulation to keep utility costs down? . . . . . Yes No

2. Is your heating unit and appliances in good repair? . . . . . Yes No

3. Is the bathroom convenient? . . . . Yes No

   Are the fixtures in good repair?. . Yes No

   Would a taller toilet be more convenient? . . . . . Yes No

   Are there grab bars near the bathtub?. . . . . Yes No

   Could assist rails be installed around the toilet? . . . . . Yes No

   Are there toilet facilities on each floor of your home? . . . . . Yes No

   Is the bathroom near your bedroom?. Yes No

   Would the bathroom accommodate a wheelchair? . . . . . Yes No

4. Are doorways wide enough to accommodate a wheelchair (30 inch minimum). . . . . Yes No

5. Could a ramp be added to your home easily? . . . . . Yes No

6. Are cabinets easy to reach without climbing on something? . . . . . Yes No

7. Is storage space convenient and adequate . . . . . Yes No

8. Is the furniture comfortable for prolonged sitting? . . . . . Yes No

9. Are there handrails on all stairs and inclines? . . . . . Yes No

10. Are there any hazards in the home such as damaged carpet, bad steps, poor wiring, etc.?. . . . . Yes No

11. Do you have smoke detectors and are they in good working condition?. . . . . Yes No

12. Do all your doors and windows have safety locks? . . . . . Yes No

13. Do you have a telephone near your bed?. . . . . Yes No

The federal government helps home owners borrow money to remodel or repair their home. Here is what to do:

Decide what remodeling and/or repairs must be done.

List the materials that will be used.

Check with your city Department of Buildings to be sure you can get a permit.

Get costs estimates from several contractors.

Compare their prices.

Then apply for a Federal Housing Administrative (FHA) assistnace for a loan from a Federal Housing Administration approved lender.

For further information write:

U.S. Department of Housing and Urban Development
Federal Housing Administration
Washington, D.C. 20410

SELLING YOUR HOME - THE LAW

Effective July 27, 1979, a new tax rule offered special benefits to home sellers who are 55 or older on the day the title is transferred to a new owner.

You can exempt up to $100,000 in profit from taxable income if the house was your principal residence for three of the past five years.

But you may only use this exemption once in your lifetime. These rules only apply to the sale of your principal residence not to any other real estate you might own.

The rule, however, may be applied by a seller of investment property, such as an apartment building or duplex, if the seller resided in one unit for at least three of the past five years as his/her personal residence. But in this case the rule applies only to the sales value of the personal residence portion.

This rule is of special benefit to persons not wishing to re-invest in a replacement residence. In other words, those wishing to sell their home and move into a rented place or some other alternative.

If you do desire to buy a replacement residence, you can use this tax on your profit.

If you are 65 or older and already have taken advantage of the former exclusion, you are still entitled to benefit from the new law, the only exception to the one-time break.

Capital gains profit from the sale of real estate qualifies for the tax savings benefit of income averaging. If your taxable income, including capital gains, exceeds by 20 percent your average income over the past four years, it should pay to use income averaging, which could mean dramatic savings.

If your gain is small, you might be wise to reinvest the proceeds from the sale of your residence in another to defer the gain, then wait for a more advantageous time to utilize the exclusion. However, if you do, you should note that the time period for occupancy applies to one residence; you may not add the period you occupied more than one home to obtain the qualifying total. The only exception would be if you experienced an "involuntary" conversion, such as where you lost your home through fire or seizure through eminent domain.

The principal resident replacement rule is available to you even before age 55. If you buy another residence as a replacement for the one you sell,

tax deferral benefits are available.

Buying life-care in a retirement community will not qualify, unless you own a specific residence unit which will not revert to the life-care facility upon your death.

If you buy a replacement residence costing more then your "revised adjusted sales price," your total tax can be deferred. The replacement residence must be bought within 18 months from the sale of your residence. You have up to 24 months after the sale if you construct a brand-new residence.

THINGS TO CONSIDER IF YOU SELL WITHOUT AN AGENT

1) Do you know how to determine the market value of your home?
2) Can you set a price?
3) Can you write a newspaper ad which will interest potential buyers?
4) Who will answer the phone?
5) Will inspections be allowed any time or just at certain hours?
6) Can you compete with the homes for sale in the multiple listing services without cutting your price?
7) Can you answer buyer questions about current bank, savings associations, FHA, VA, and

"Magic" mortgages?

8) How will you handle an offer involving a land contract?

9) How large should the buyer's earnest money deposit be?

10) Can you draw up a legally binding sales contract in face-to-face negotiations with the buyer?

11) Do you have an attorney available on weekends or evenings? (when most home sales take place)?

12) Do you know the local settlement closing policies?

13) Is title insurance customary?

14) Who pays for it, buyer or seller?

15) Who arranges for an abstract, escrow, and the recordings?

These are just a few questions you need to be able to answer if you are selling your home without the help of a realty agent. Once costly mistake, and the commission save is lost.

If you select a real estate agent, inquire as to the commission rate, services offered, and client references. Always phone these references to inquire "Would you list your home again with this

Real Estate

agent?" If you decide to list your home with an agent, never list it for more than 60 to 90 days; you can renew the listing if the agent should also doing a good job but the home is unsold when the listing expires. The agent should also prepare a comparative market analysis" (recent sales prices and terms of similar homes nearby) at the initial visit or at the follow-up visit. Any agent who doesn't do this should be dropped from consideration for obtaining your listing.

Homes in my neighborhood are usually sold

_____

_____

_____

Apartment Living

After years of moving, repairing faucets, painting, and checking the roof, you may be longing for a relatively carefree life in a modern apartment.

Apartment living could be relatively economical if you consider some of the services you will have. A definite plus could be that some complexes offer swimming pools, tennis courts, game rooms, party

rooms, laundromats and golf courses. There are a also complexes for adults only.

There are disadvantages too, that you should consider. Apartment rent is a "lost" expenditure. There is neither a tax break nor any accumulation of equity. There are no guarantees that rent will remain the same year after year; this means your rent can rise sharply from one month to the next.

You may not have freedoms to paint the walls, change wall paper, drapes or anything to suit your personal taste.

And you should consider how you are going to adapt to being surrounded by neighbors, climb stairs, and accept various other irritants.

Before you sign a rental agreement, STUDY IT. Then STUDY IF AGAIN. This agreement becomes a contract between you and your landlord.

THINGS TO LOOK FOR IN A CONTRACT

1. Is only the apartment rented to you? Does it include use of a garage or carport, recreational and laundry facilties?

2. What utilities are paid by the landlord?

3. Are pets allowed? Is there an additional deposit for the pet?

4. Do you have to pay for repair of appliances or plumbing?

5. Make sure the day of the month on which the rent payment is expected is clearly stated.

6. Are the landlord's promises for certain improvements (new carpet, locks, etc.) included in the agreement? Make sure there is a date by which the landlord must finish the work.

7. Find out what is insured by the landlord.

8. Are children allowed? Can they stay for extended visits?

9. Does the agreement state you can withhold rent payment until the landlord repairs or replaces what is broken or hazardous in your apartment?

10. Are you restricted in having overnight guests?

11. Are there any clauses that might violate your personal rights. For example: When can the landlord enter your apartment?

12. Get any clause removed that indicates the landlord can remove you or your propert without a court order.

If you should rent an apartment in a public housing project, you can gain special support from the department of Housing and Urban Development. Any intent to raise the rent must be communicated to the tenant and tenant association at least 30 days before it takes effect. This gives the tenants an opportunity to respond in writing. Records supporting the rent hike must be made available to the tenants.

Also government subsidies are available to tenants depending on income.

What I like most about apartment living is

_____

_____

_____

What I like least about apartment living is

_____

_____

_____

CONDOMINIUMS

Condominiums offer a combination in-between apartment and private home. Not only do they offer the tax advantages of homeownership, but also, such extras as recreational facilities, including swimming pools, tennis or golf courses, security, and maintenance.

You usually buy the unit of the condominium that you want. Then there is a monthly care and service or maintenance fee to cover the care of the grounds, building, and facilities. The residents in the condominium ususally have say-so in the board or association that runs the condominium.

When buying into a condominium watch for the following:

1. "Escalator clauses" concerning the monthly maintenance fee.
2. Refund arrangements.
3. Restrictions on your personal life and rights.
4. Restrictions regarding selling or bequeathing the property.
5. Make sure your down payment goes into an escrow account. That is on new construction.

Before signing any contract, have your lawyer review it.

MOBILE HOME PARKS

Mobile homes offer an economical, low maintenance housing alternative. They come in a variety of sizes and equipment. Financing is usually easy to obtain from FHA, VA, conventional real estate loans from banks and credit unions.

You need to consider that buying a mobile home is not an investment like a house. It may be harder to sell after it is a few years old.

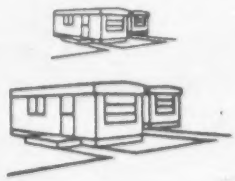
Look at several mobile home brands before you buy. Learn to know how well constructed the mobile home is. Ask about wiring, insulation, plumbing, type of windows, carpet grade, cabinets, and furnace. Ask about the installation costs, tie downs and stabilizers.

When you purchase a mobile home you must also consider where you are going to park it. About half of all mobile home residents live in mobile home communities, and half own individual sites. Some dealers have their own parks but you should investigate this very carefully.

Mobile home communities are extremely popular in the southern states. Many are planned communities with many recreational facilities including swimming pools, tennis courts, laundries, and community centers.

When looking into one of these communities, investigate it thoroughly too. Talk with some of the residents. Drive through the community to see the condition and maintenance of the park and the units. Find out if you will be owning the ground your mobile home will be sitting on. What about resell? What is included in the monthly fee? Is there a resident association? What type of escalator clauses are in the contract? Can you have a double wide mobile home. What are the restrictions on size, age of home, etc.

If you are buying a site check local zoning codes and environmental restrictions first. Some areas require that a mobile home must have several acres of ground around it.



Before you decide to buy a mobile home, write for more information on mobile home living. Write to:

Mobile Home Manufacturers Association
20 North Wacker Drive
Chicago, Illinois
and to:
Trailer Coach Association
607 S. Hobert Blvd.
Los Angeles, California

CAMPING RESORTS

Camping resorts have been gaining popularity over the years. Many retirees purchase camping type trailers and leave them in camping groundresorts. This type of living is ideal for people who want to change the climate during certain times of the year and do not want large expenses and big worries of the second home and really do not want to move permanently.

Camping trailers are becoming nicer and nicer. They range in sizes and extras. Some of the newer camping trailers have "pop-out" rooms (Park Models). These rooms give the resident a surprising amount of additional room.

Many camping resorts are offering extras such as swimming pools, recreational centers, laundry facilities, shower rooms, tennis courts, walking areas, complete hook-ups, security, reduced rates when you are not staying there. Some allow you to leave your trailer there all the time and they will check on it for you.

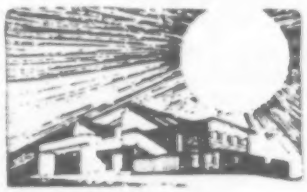
When considering a camping resort go to the area you think you would like to spend some time. The campground directories would give you listing and facilities offered. Go visit during the season you would like to live there so you can see the

resort in actual operation.

RETIREMENT VILLAGES

Many retirees dream of year-round living without upkeep worries and days filled with recreation. Private and religious organizations, as well as commercial developers and builders have responded to such dreams.

Retirement communities vary in luxury and privacy. They offer a range of living styles. Some offer clusters of individual homes and or larger apartment buildings.



Such operations offer excellent security, planned activity, full services including maintenance, housekeeping, linen, worship facilities, and the list goes on and on.

Continuing Care (also called Life Care) communities are sponsored by churches, fraternal groups or other non-profit community organizations. Residents pay in advance at least part of the communities charges or, in some cases, the total.

On entering a community, a resident signs a contract which spells out what the facility promises to do for the resident, and the financial and other obligations the resident will have to make to the home for however long is specified in the contract. The contract remains in effect for longer than one year, sometimes for the rest of a

resident's life.

Continuing Care offers a security of knowing they will have a place to live and the services they require for many years to come. Also, the community is designed for active, independent living. Conveniences such as maintenance, health care (nursing on duty), recreation coordinators, and the value of having friends nearby are just some of the pluses found in retirement communities.

It is important to check out who operates the project. Inquire about what kind of cost-of-living increases you might expect. Look it over very carefully. Don't hesitate to ask questions. Find out exactly what you will get for your money and for what you will have to pay extra.

For a complete list of retirement villages and other information, write to:

National Council on Aging
49 West 45th Street
New York, New York 10036

Also write:

American Association of Homes for the Aging
1050 17th Street, N.W.
Washington, D.C. 20036

ask for the "Continuing Care Homes, A Guidebook for Consumers"

GOOD HEALTH IN RETIREMENT

Attitudes about Health

In order to expect a happy, productive old age, you must begin planning for it in your fifties. Most physicians believe that there is a direct connection between a person's state of mind and physical health. It is important to develop a positive, but realistic attitude? A positive attitude contributes to health. You can expect some slowing up, but a positive attitude can help you adapt to the changes. A good understanding of the changes can help make the aging process both happier and healthier.

Everyone ages at different rates. You have seen people who seemed old at 60 and others who seemed young at 85 or 90. Most people can ease the effects of aging by the way they take care of themselves.

Age is not an illness. Begin to change your focus to view this stage of life as a new stage of life- with ignoring or exaggertaing - so that you don't do more than you safely can, but also so that you don't do less.

Changes Brought About by Normal Aging

After about age 30, some of the body functions show slight decreases in efficiency. For instances, muscular strength declines only by one percent per year.

Age does not affect your ability to learn. If you don't use your facility to learn, it becomes difficult to learn.

Senility, which is the extensive loss of memory and mental ability, can strike at forty as well as eighty. You see, it is not necessarily a product of old age.

What is An Emergency?

Emergency medical help is needed when a person has severe pain, especially sudden chest or abdominal pains. Immediate emergency aid is necessary if the victim is unconscious; extremely groggy; sudden confusion; blurring or loss of vision; signs of shock such as cold skin, sweating, weak pulse; is breathless or extremely thirsty; possible fractures; burns; severe and frequent vomiting; severe pain.

If in doubt, always call a doctor or go to an emergency room or call the police or rescue squad. Keep these numbers by a phone.

Medication Problems

You can get into trouble with medications if you take medications from more than one doctor, or if you are taking over-the-counter medications and some items from your doctor. More and More is being learned about the interactions of various medicines. It is wise to shop at one drug store where you can get to know "your" pharmacist.

Make a list here of any medicines you take, both prescription and non-prescription:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Don't forget the laxative. . . and the antacid. . .

Now ask your pharmacist to review the list and to tell you if these drugs work all right together or not.

Medications

As the body ages, drugs and toxic substances are discharged from the body at a much slower rate than in the younger person. A drug or several

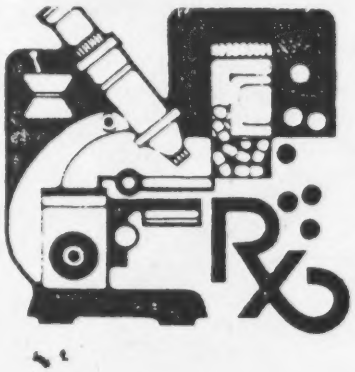
drugs may begin to accummulate in your body and cause adverse effects. You must ask your doctor or your pharmacist what side effects are produced by the drugs you take, so that you can know what's going on with your body. One way that older people often become victims of their own drug abuse is the poor practice of taking prescribed medicines from more than one physician and by adding to that over-the-counter drugs (laxatives, pain killers, etc.) The interactions of some drugs can be very serious, and sometimes fatal.

What About Exercise? Rest?

Besides promoting physical fitness and maintaining a healthier cardio-vascular system, exercise also sets the stage for a contented outlook on life and promotes a sense of independence and self-worth.

Throughout the working part of your life, time is divided for work, rest, relaxation. After retirement, you will have more time for recreation, but may find yourself drifting into a routine which does not offer enough exercise. The following activities are recommended by the International Committee on the Standardization of Physical Fitness Assessments for Mature Adults, Fifty and Over: archery, badminton, billiards, boating, bonce,

bowling, croquet, curling, cycling, dancing, darts, deck tennis, fishing, gardening, golf, horseback riding, horseshoes, sailing, shooting, shuffleboard, skating, swimming, table tennis, tennis, volley ball, and walking. A strenuous exercise program should not be attempted without supervision of a physician.



After a good days work, you can expect to be tired; but fatigue under some circumstances may be a sign of illness. A tired feeling that won't go away may be caused by various thin things, so be checked by a doctor if tiredness persists. Boredom is a common cause of fatigue and can usually be overcome by a change of scene or a change in your life style.

You might try setting up a program for yourself rather than lapsing into an unhealthy regiman that leads to emotional and physical stress.

Exercise includes games, sports, chores, walking, as well as knee bends & push ups. Learn to pace yourself . . . do things slowly and with moderation. You don't have to "nap" to rest, but you may change your activity to a card game, reading or some similar activity.

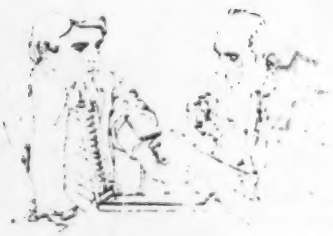
The Need for Sleep

Although sleep is necessary to rest the body and the brain and to promote healing of tissue, it

remains a very individual matter. You can tell if you're getting enough sleep by how you feel after you are up an hour or so. If you don't feel rested, chances are you're not getting enough sleep. The requirements vary from four to five hours up to seven or eight hours. As people get older, they sleep perhaps as little as four hours at the beginning of the night. After that, the sleep seldom reaches the deep level, but sleep intermittantly the rest of the night. It is still beneficial rest and leaves you feeling much more normal than if you use drugs to cause you sleep.

Your Physician

Developing a relationship with a physician offers you preventative care. A thorough physical examination periodically can give you a foundation on which to plan your exercise and nutritional program as well as to control chronic conditions which sometimes occur. If you are just developing a relationship with a new doctor who does not have pertinent information about you or if you move from season to season or find a need to change doctors, the following form can be useful to you: (see next page)



MEDICAL INFORMATION

Name_____

Birthdate_____

Blood type_____

Dates of last five visits to a doctor:

_____ reason_____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Record of Weight:

Wt_____ Date_____ Wt_____ Date_____

Wt_____ Date_____ Wt_____ Date_____

Blood Pressure and Dates:

_____ _____

_____ _____

_____ _____

Blood Test and Results

_____ _____

_____ _____

Urine Test and Results

_____ _____

_____ _____

Reactions to Drugs

_____

_____

_____

Allergies_____

Immunizations and dates within last five years:

_____ _____

_____ _____

Describe major illnesses_____

_____

_____

_____

Surgery, hospital and physician and date_____

_____

_____

_____

X-Ray On File, Where_____

_____

_____

Other General Medical Information_____

_____

_____

_____

Doctors special advise and instructions_____

_____

_____

_____

_____

The Major Diseases

Heart Disease causes more than half the fatalities in the United State each year.

Coronary artery disease - symptoms include shortness of breath, pain, weakness, and fatigue. These symptoms are usually not seen until the disease is advanced. Therefore, you must guard agains factors associated with the disease: high blood pressure - have your blood pressure checked regularly; over weight - eat sensibly and take off those extra pounds; cirgarette smoking - damage from smoking can be reversed, your risk decreases after you stop smoking; inactivity - plan an exercise program which enhances the activity and performance of your heart; cholesterol - if your cholesterol levels are up, you need to have a modified diet plan.

Stroke is another form of heart disease in which the blood supply to the brain is cut off and is associated with the same risk factors as coronary artery disease.

Cancer is an abnormal growth of abnormal cells that invades and destroys normal cells. The American Cancer Society lists these danger signals:

*Change in bowel or bladder habits

*A sore that will not heal

*Unusual bleeding or discharge

* thickening or lump

*Indigestion or difficulty in swallowing

*obvious change in wart or mole

*nagging cough or hoarseness

If these signs persist for as long as two weeks, see your doctor immediately.

Diabetes is the third leading cause of death in the U.S. and results from the body's inability to produce insuline which is necessary to digest certain forms of sugar. Symptoms to watch for include excessive thirst and hunger, rapid weight loss, fatigue, skin infections, blurred vision. Diabetes can be present without any of these symptoms. It can be diagnosed by a urine and/or blood test and can be managed through medication and nutritional control. Neglected diabetes can lead to blindness, kidney disease, and other complications.

Arthritis is a disease that causes pain and stiffness of the joints. All cases are different. Some have mild and remittant pain; other experience severe disabling pain. Causes and cures are still being sought. Control is maintained through medi-

cation, rest, exercise, heat, surgery, and rehabilitation. Many dollars are lost to quackery treatments. Your local Arthritis Foundation can answer questions and send you their latest information.

Other Health Concerns

Eyes

The ability to focus decreases after age 40, so that glasses are often necessary for reading.

Cataracts may develop quickly or over a number of years. It is a cloudiness over the eye that impairs the vision. Surgery is needed to correct this condition and the patient can soon resume normal activities.

Glaucoma is a condition in which there is increased pressure in the eye. If left untreated, the patient will eventually be blind; prompt treatment may result in only minor visual loss.

Have your eyes checked to prevent eye conditions from progressing. You might check with your local Department of Health for possible eye-screening programs in your area.

Ears

Check your listening habits. Do you frequently ask people to repeat what they say? Do you find yourself turning up the volume of the radio or television? Do you sometimes withdraw from conversation? If this seems to be indicative of your

habits, visit your physician and ask the Department of Health about audial screening.

Teeth

The teeth seem more susceptible to decay after the middle years. To counteract decay, use a fluoride mouthwash, brush and use dental floss every day, and limit foods with high sugar content. To prevent periodontal disease and eventual loss of teeth, use dental floss and have hardened plaque (tarter) removed every 4 to 6 months.

Feet

To keep feet in good condition, use them as much as possible, bathe and powder them daily, wear well-fitted shoes, and see your podiatrist about the following symptoms: Corns, calluses, plantar warts, excessive sweating, itching, dry skin, brittle nails, numbness, and discoloration. Don't wait until these symptoms are unbearable.

Nutritional Needs

As you pass through the middle years, once again you have to reassess. It's hard to change the eating habits that you have developed over the years. Now as activities change and your body metabolism changes, your body will need less fuel. . fewer calories.

If you eat a sensible diet, you will not need to add vitamins and minerals to your diet. Your sensible food

will supply them!

Dr. Norman Joliffe developed this Prudent Diet which is safe. . . not expensive. . . and can be used with no sacrifice to your eating pleasure.

Here are Dr. Joliffe's DO'S AND DONT'S:

DO ADD TO YOUR DIET	DON'T EAT AN EXCESS OF
MEAT All lean cuts, Liver beef tongue, sweetbreads, kidneys, brains, in moderation	Fatty cuts and rib cuts. Duck
FISH All fresh and frozen fish. Shell fish--in moderation	salted fish. Canned fish.
FATS AND OILS This vegetable oils, including corn and safflower oils.	Animal fats. Hydrogenated fats.
DAIRY Skim milk. Skim milk cheeses.	Butter. Eggs. Cream. Whole milk. Cream cheeses.
BREAD Home-style, whole wheat	Commercial bread containing hydrogenated fats, butter, sugar and egg yolks. (read the labels)
DELICATESSEN Roastbeef. Turkey. Chicken	Sausages. Frankfurters. Corned beef. Pastrami. Wursts. Canned meats.
DESSERT Frozen desserts made with vegetable oil and honey. Cakes, pies, cookies made with corn oil and honey	Ice cream. Candy. Custards. Commercial baked goods.
FRUIT/VEGETABLE All Fresh fruits and vegetables. Frozen and canned fruits and vegetables (and juices) with no sugar added	frozen and canned fruits and vegetables (and juices) with sugar added

SNACK	
Almonds, walnuts, sunflower seeds, peanuts, pecans. Dry fruit. Carrots and celery. Whole grain crackers	Cashew and Brazil nuts. Commercially packaged crackers. Particularly cheese and heavily salted cracker dips.

Foods for Fitness

The U.S. Department of Agriculture recommends that we daily select food from the four basic food groups:

Milk Group -- Milk, cheese, other dairy products (equal to two or more glasses) Use lowfat dairy products.)

Meat Group -- meat, fowl, seafood, eggs (three yolks per week) beans, peanut butter (two or more servings). Trim excess fat. Avoid duck and salted canned fish.

Bread Groups -- bread, cereal, other grain products (four or more servings) Use home-style, whole wheat. Avoid the canned fruits and vegetables and juices with sugar added.

If you snack, choose nutritious snacks. If you haven't learned to read the nutrition labels, start now. Learn what's in the packages you buy.

Other Nutritional Matters

Fast foods and convenience foods -- if chosen sensibly and not stored too long, nor over cooked, they may be as nutritious as fresh food.

Health foods -- the U.S. Department of Agriculture says, "There is no scientific evidence

that plants grown with only organic fertilizers, or meat from animals raised on only organically fertilized feed, have greater nutritional value than our regular food produced by the usual agriculture methods."

Vegetarian Diets -- As long as a variety of food is eaten, the vegetarian diet can supply all the necessary requirements. Nutrition experts recommend that Vitamin B12 be added to a purely vegetarian diet.

Fiber -- to ensure enough fiber in the diet, eat whole grain breads and cereals and vegetables and salads daily. Fiber adds "roughage" to help regularize bowel function.

Cholesterol -- it is recommended that animal fats (found in butter, egg yolks and red meats) be reduced after the middle years to reduce a risk factor for coronary artery disease.

Dieting

If you need to shed some excess pounds, you must decrease caloric intake. Between ages 23 - 50, men require about 2700 calories; after age 50, it decreases to 2400. A woman aged 23 - 50, the requirement is 2000 and drops to 1800 in later years.

DESIRABLE WEIGHTS

WOMEN Age 25 and Over

Height (with shoes On) 2-inch heels		Small Frame	Medium Frame	Large Frame
Feet	Inches			
4	10	92-93	96-107	104-119
4	11	94-101	98-110	106-122
5	0	96-104	101-113	109-125
5	2	102-110	107-119	115-131
5	3	105-113	110-122	118-134
5	4	108-116	113-126	121-138
5	5	111-119	116-130	125-142
5	6	114-123	120-135	129-146
5	7	118-127	124-139	133-150
5	8	122-131	128-143	137-154
5	9	126-135	132-147	147-158
5	10	130-140	136-151	145-163
5	11	134-144	140-155	149-178

MEN Age 25 and Over

Height (with shoes One) 2-inch heels		Small Frame	Medium Frame	Large Frame
Feet	Inches			
5	2	112-120	118-129	126-141
5	3	115-123	121-133	129-144
5	4	118-126	124-136	132-148
5	5	121-129	127-139	135-152
5	6	124-133	130-143	138-156
5	7	128-137	134-147	142-161
5	8	132-141	138-152	147-166
5	9	136-145	142-156	151-170
5	10	140-150	146-160	155-174
5	11	144-145	150-165	159-179
6	0	148-158	154-170	164-184
6	1	152-162	158-175	168-189
6	2	156-167	162-180	173-194
6	3	160-171	167-185	178-199

If you have trouble dieting alone, there are a variety of self-help groups to provide motivation and encouragement.

Health Insurance

Take time to go over your insurance coverage. You may be underinsured or you may be carrying overlapping coverage.

Medicare and Medicaid

Medicare, Part A helps you pay your bills when you're in a hospital and when you need related health service after discharge. There is no monthly cost.

Medicare Part B helps pay doctor bills and other medical services. It's voluntary, but you're automatically signed up when you file for Part A unless you decide not to participate.

If you are receiving Social Security, you will receive your Medicare card a few months before your sixty-fifth birthday.

Medicaid-- needy persons receive health benefits under Medicaid programs.

Contact your Social Security office for more detailed information.

WHAT MEDICARE PROVIDES

Part A: Hospital Insurance Benefits for Covered Services

Service	Period	Medicare Pays	You Pay
Hospitalization: Semi-private room and board, general nursing and miscellaneous Hospital services and supplies. Includes drugs, lab tests, diagnostic x-rays, medical supplies, operating and recovery room, anesthesia and rehabilitation services.	First 60 days 61st to 90th day 91st to 150th Beyond 150	All but $180 All but $45 a day All but $90 a day Nothing	$180 $45 a day $90 a day All costs
Posthospital nursing care in a facility approved by Medicare. (You must have been in a hospital at least 3 days and enter the facility within 14 days after your discharge.)	First 20 days 80 more days Beyond 100	100% of reasonable costs** All but $22.50 a day Nothing	Nothing $22.50 a day All costs
Posthospital home care	Up to 100 visits	100% of reasonable costs	Nothing
Blood		All but first 3 pints	For first 3 pints

Part B: Medical Insurance Benefits Each Calendar Year

Medical expense for physician, inpatient and outpatient services and supplies, physical and speech therapy, ambulance, etc.	Medical services in and out of hospital	80% of reasonable charges after $60	$60 plus 20% of balance *
Home health care	Up to 100 visits	100% of reasonable charges after $60	$60 *
Outpatient hospital care	Unlimited as medically needed	80% of reasonable charges after $60	$60 *
Blood		80% of reasonable charges after 3 pints	For 3 pints plus 20% of balance

* After the first $60 expense deduction for covered services in a calendar year, the deductible does not apply for further services in the year.

** You must pay for charges higher than what Medicare considers reasonable unless the doctor or supplier of services agrees to accept Medicare's figure as the total charge.

Additional Reading and Resources:

How to Be Your Doctor (Sometimes)

Keith W. Sehnert
Grosset and Dunlap, New York, 1975 $9.95

Food for Thought

Consumer Survival Kits
Maryland Center for Public Broadcasting,
Owings Milla, MO 2117 $1.00
(nutritional information)

Sexual Life In the Later Years

Isadore Rubin
Human Sciences Press, New York, 1970
Siecus Study Guide No. 12 $1.25

Escape From Stress

Kenneth Lamott
Berkeley Publications, New York, 1975 $1.95

The New Aerobics

Kenneth Lamott
Berkeley Publications, New York, 1975 $1.95

The People's Pharmacy

Joe Graedon
Avon Press, New York, 1977 $3.95

More Resources

These organizations will provide free publications and health guidance either through the national office or local affiliates.

Allergy Foundation of America
802 Second Avenue
New York, New York 10017

American Cancer Society
777 Third Avenue
New York, New York 10017

American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611

American Diabetes Association
600 Fifth Avenue
New York, New York 10020

American Heart Association
7320 Greenville Avenue
Dallas, Texas 75231

American Medical Association
Department of Public Education
535 North Dearborn Street
Chicago, Illinois 60610

Arthritis Foundation
3400 Peachtree Road, N.E.
Atlanta, Georgia 30236

The Federal government also has booklets on diet and nutrition. To order these, write to Consumer Information Center, Pueblo, Colorado 81009

Other information is available from the following organizations:

American Diabetes Association
One West 48th Street
New York, New York 10020

American Heart Association
7320 Greenville Avenue
Dallas, Texas 75231

The Arthritis Foundation
475 Riverside Drive
New York, New York 10027

Another source of information on food as related to illness or disease is the:

American Medical Association
535 North Dearborn Street
Chicago, Illinois 60610

National Association of Hearing and
Speech Agencies
814 Thayer Avenue
Silver Springs, Maryland 20910

National Institute of Health,
Public Information Service
900 Rockville Pike
Bethesda, Maryland 20014

National Institute on Aging
Public Information Office
Bethesday, Maryland 20014

National Kidney Foundation
Two Park Avenue
New York, New York, 10016

National Society for the Prevention
of Blindness
79 Madison Avenue
New York, New York 10016

If you want to find out whether a diet counsellor is available in your locality, write to your state Department of Health or to the:

American Dietetic Association
430 North Michigan Avenue
Chicago, Illinois 60611

Other sources of diet information are:

National Institute of Health
(National Heart and Lung Institute)
Office of Heart Information
900 Rockville Pike
Bethesda, Maryland 20014

7

YOUR FUTURE YEARS

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GOOD READING 210 232

(Many books, magazines, booklets and other publications are now available on retirement.)

ARE YOU READY FOR YOUR FUTURE YEARS?

You have attended meetings on areas of concern that hopefully have prepared you to deal with retirement when it arrives. You will be able to "take the bull by the horns" so to speak, instead of drifting vaguely into your new life style. Remember, you will be retiring from your company, not from life. This last part of your planning is designed to look at some things you would rather not look at, but which will profoundly affect your lives when they occur.

LOSS OF SPOUSE

The main thing you will have to face sooner or later is the death of your husband or wife. This is a traumatic event at any time of life, but much of the bewilderment and confusion surrounding this event can be eliminated by planning ahead when both partners are alive.

Most persons feel that planning for death is important. But sometimes we put this off until another day "when we have more time." What we say and what we do are often two different things. Yet we know that if we don't make plans our survivors must make them for us. Sometimes this is a difficult thing to do. Talking about death, bringing it out into the open in a group like this, is probably the easiest way to get plans started.

The feelings of loss will be enormous, especially if you have been 30, 50, or even 70 years. What does one do with the memories? How does one manage the grief?

The emotional impact of the loss of a spouse is often compounded by financial ignorance. Ask yourself these questions?

Do you participate in money matters?

Are you fully aware of your family's retirement income situation?

Did you take part in planning the estate?

Do you know where his or her will and other important papers are?

Do you drive?

Could you continue to manage your present home without your spouse?

You can probably think of many such questions that would pertain to you and your spouse. Now is the time to make some decisions on these problems. Don't wait to make decisions in a crisis time when it is easy to be swept along by strong feelings. Remember that planning and sharing together now about the possibility of being alone can reduce many anxieties and fears about the future.

Getting Involved: Problems Experienced When A Spouse Dies

Family sociologists do not agree whether the husband or wife experiences the greater difficulty at the death of a spouse. What do you think?

Make a list of problems confronting the surviving spouse in the following key areas:

Problem Areas:	Widows	Widowers
1) Housekeeping		
2) Finance		
3) Social Life		
4) Relationship with children/ relatives		

FUNERAL ARRANGEMENTS

If there's a difference of opinion on funeral and burial arrangements now is the time to clear it up. Here are some questions to consider:

Earth burial or cremation?

Body or parts donated to medical science?

Funeral service or no service?

Open-casket viewing?

Memorial service without body present?

Expense?

You may want to decide on these now, but as your lives change with the passing years you'll want to review these decisions and alter them if necessary.

The cost of a funeral must be considered because it will decrease your estate or lay a savings burden on you now. The traditional method of pricing a funeral is the single-unit method. The funeral director will quote a price that covers the standard adult funeral. The funeral director will assist you in getting the Social Security death benefit and the Veterans benefit. You will need death certificates for these benefits.

You may want to purchase cemetery plots and memorial stones ahead of time. The cost will depend on you, on your personal decision. You may want to purchase your cemetery plot now if you're convinced you intend to live and die in the community you live in now. You might consider a double lot if you don't intend to leave the area and it appears unlikely that either of you will remarry if the other should die.

If you don't wish to do those things at this time then write a note of instructions on funeral and burial to your spouse. Put down specific instructions and file with your important papers. This should contain whether you wish burial or cremation, or donation to a medical school; what location is preferred for burial or what is to be done with the ashes; what kind of service, where it will be held; public or private; clergyman; hymns and music; flowers or wishes in lieu of flowers; expense limit.

Funeral Instructions

WIFE

Burial or Cremation_____

Cemetery_____

Deed to Plot Located_____

Donation to Medical School_____

_____

Type of Service_____

Open or closed casket_____

Clergyman_____

Hymns and Music_____

_____

_____

Flowers or wishes
in lieu of flowers_____

Expense limit_____

Other wishes_____

HUSBAND

Burial or Cremation_____

Cemetery_____

Deed to Plot Located_____

Donation to Medical School_____

_____

Type of Service_____

Open or closed casket_____

Clergyman_____

Hymns and Music_____

_____

Funeral Instructions (Continued)

Flowers or wishes
in lieu of flowers_____

Expense limit_____

Other wishes_____

RECORD KEEPING

In case of illness, travel, or sudden emergency, well-kept records make it possible for members of the family or a friend to handle your affairs. All valuable personal data should be kept in a safe and accessible place. Your spouse and another relative or friend should know their whereabouts. Items to be included would be:

1) House - records of mortgage payments, terms, the deed, title, and taxes.
2) Insurance - life, accident and health, property and liability, fire, theft, and automobile.
3) Financial - bank accounts, safe-deposit record, investments, loans.
4) In case of death - executor and his address, who to notify, will and location, where insurance policies are located, safe deposit box keys.
   * Family information - birthdate, birth certificate, parents names etc.

Social Security number, Armed Services discharge papers.

* Family lawyer, doctor, clergyman

* How to apply for benefits from the VA Regional Office for National Service Life Insurance, for burial benefits, for Dependency and Indemnity Compensation, for death pension.

IMPORTANT DOCUMENTS

	Location	
	Wife	Husband
Will	_____	_____
Birth Certificate	_____	_____
Marriage Certificate	_____	_____
Veterans Records	_____	_____
Bank-Checking Account and Savings Account	_____ _____ _____	_____ _____ _____
Safe Deposit Box	_____	_____
Stocks, Bonds	_____	_____
Deeds to Property	_____	_____
Insurance Policies	_____	_____
Income Tax Records	_____	_____
Retirment Records	_____	_____
Titles to Auto, Trailer, Etc.	_____	_____
Other	_____	_____

LIST OF ADVISORS

NAME	COMPANY	ADDRESS & PHONE
Lawyer		
Banker		
Clergyman		
Doctor		
Employer		
Executor		
Insurance Agents		
Stock Broker		
Social Security		
Veterans Office		

CHOOSING AN EXECUTOR AND EXECUTRIX

Choosing an executor or executrix should be given serious thought. You might want to talk it over with your attorney before making a decision. Be sure to clear it with the person you choose. The qualifications of this person will depend on how complicated your affairs are. Integrity and a sense of responsibility are important. If this person doesn't have much legal or financial experience you might name the attorney or a bank as coexecutor. This person is the one responsible for managing the after-death affairs of your spouse and administering the will. Make sure the executor and attorney explain to you in detail all financial matters that concern you and about how long the actions involved will take.

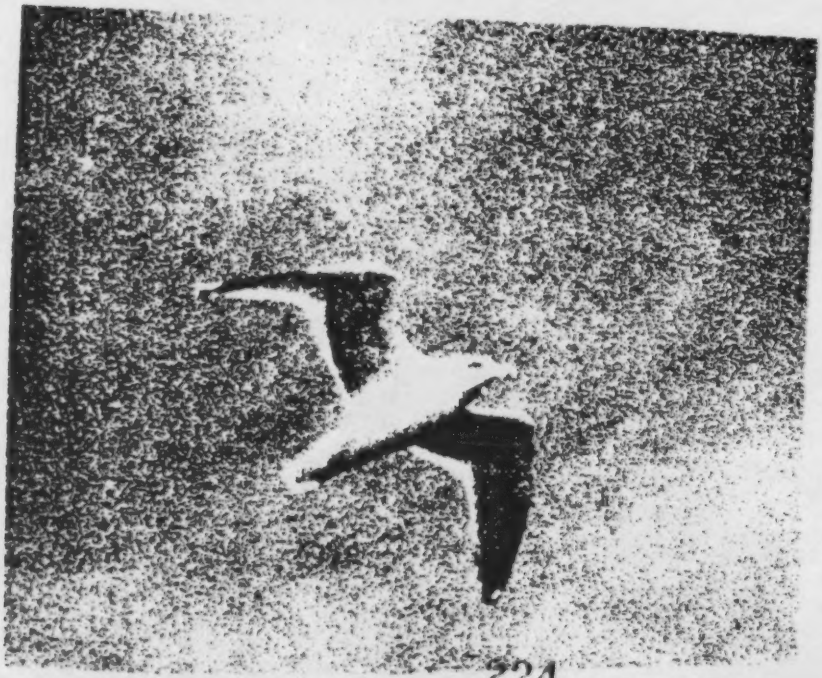
ON BECOMING A WIDOW OR WIDOWER

Sometimes the deceased has been ill or incapacitated for a lengthy time and death comes not entirely unexpectedly. At other times, even though we all know it is our destiny, it is entirely unexpected. Either way the surviving spouse has a great adjustment to make. This does not happen overnight. Friends who have gone through the same experience can be helpful at this time. Many books have been written, especially by widows, that can be helpful in giving the bereaved person new insights into their feelings at this time. Those who have religious faith have found that it gave them strength and comfort to face the days ahead. You may experience guilt feelings, anger, and rejection. Be assured that this does not mean you are uncaring. These are all natural feelings to be worked through.

Everyone feels his or her own situation is unique, and it is, but it is only part of the truth. We are different, yet alike in many ways. You will feel acute loneliness at times, especially when trying to make an important decision or when the holidays arrive and memories of previous happy times are recalled. There may be the feeling that the mate who is gone

has let you down. He is no longer there when you need him. Widows may discover that they don't quite fit in with their married friends as they used to. Certainly the widower is also forced to find new meaning in life and to form new social relationships. There is not much literature to be found relating to the widowers situation. Men may suffer the same isolation from their married friends as do women.

Death does part women from their mates more often and earlier than it does men. One out of every six women in this country over the age of 21 is a widow. More than 70 percent of men over age 65 are married, compared to 30 percent of the women, according to the Bureau of the Census.



REMARRIAGE

If you remember your married years with satisfaction and happiness then it is possible that a second marriage will also be successful.

After the death of your spouse you will be lonely, but don't rush into remarriage. You must really get to know the person you are considering marrying. You should get legal advice about how the marriage will affect property, children's inheritance rights etc. A lawyer can draw up a preneptual agreement that allows each person individual and total control of stocks, life insurance, inheritance rights, etc., after marriage.

Don't forget the importance of sexual feelings as you consider remarriage. Second mates are often more thoughtful and expressive of affection than they were in earlier years. This consideration can lay a foundation for a mutual sharing sexually.

Other concerns should also be mentioned. Negative feelings, values, money habits must be examined. Your family may not wish you to remarry. Remember, it is your life and only you should make decisions that will affect your future.

Age is no barrier to the delights and happiness that are possible in a new relationship when the right ingredients are present. Remarriage does have an advantage over the first time--experience.

SECOND CAREERS

VENDING ATTENDANT - Part time, four hours a day in Sidney. Duties include filling and cleaning vending machines. Must enjoy working with people. Ideal for housewife or retired person. Company training is provided. Call 890-1120 for appointment or apply at 9233 N. Dixie, Dayton, Ohio.

BUS. OPPORTUNITIES 10

EIGHT UNIT motel, complete with equipment and inventory. Partial living quarters separate. Excellent income for retired couple. For full details call Gene Kinninger CRS Broker, 492-3397 or 498-4725, Brokers Real Estate Service, Inc.

NEEDLE CRAFT sales. Earn $30.-$40. for 2-3 hours, demonstrating and selling Needle Craft. Excellent commissions. Many extras. 492-2905.

BUSINESS SERVICES 11

If you know your future income will not be sufficient to meet your needs or that you will not be happy without something to do you may want to consider working, at least part-time, after retirement.

Is there anything about your present job, or hobby, that you could use to assist you in getting a job later. If so start developing that skill or service now so that you will be ready when the time comes.

Take an inventory of your abilities and qualifications. List all the jobs you have had during your life and the skills you acquired from them. Mention any accomplishments that brought you recognition or promotion. List your various hobbies, special interests, and membership in different groups. If you have worked in ceramics, leather tooling, weaving or knitting, they might become the basis for a job.

Now list the jobs suggested to you by the list above. Check this job list with the classified newspaper sections, telephone directory, and with the Senior Citizens director. Mention your needs to friends or people in the commercial or industrial field. Let them be on the lookout for you.

Take a look at your hobbies and leisure time activities as to whether they have market value. Do you know how to make or fix certain items? Are you good at sewing, baking, canning, planning social gatherings? Do you have managerial abilities or are you good at selling? Place an ad with the local paper. Say what you can do and why an employer might benefit by hiring you.

Be willing to try something totally different if the opportunity arises. You may like it better than anyting you did before. It's never too late to learn something new.

CONSUMER PROTECTION

"I don't feel like the consumer—I feel like the consumed!"

Your retirement income can be threatened by your failure to be aware when shopping. Always make a list and never shop while hungry. Try to avoid impulse buying. You might try competitive shopping. Convenience foods are usually more expensive, due to the packaging. Buy store brands and watch for specials that you really need. Compare cost per unit prices.

Use the same care in shopping for a car. Make these decisions before you shop:

1) The kind of car you need.
2) What you can afford
3) Worth of your present car.
4) Financing method.

Watch for sales high pressure techniques that are designed to get you enthusiastic about the new car and then just before the deal is

made an error is discovered. It is like taking your car away from you!

When you buy a used car your best bet is probably doing business with a reputable dealer who has been in business for a long time. Again, check with the bank, have the car checked by a mechanic, and you may want to contact the former owner.

In the field of health care you may be tempted to buy many vitamins, minerals, and health remedies that may be unnecessary. The Food and Drug Administration tells us that eating properly will supply us with most of the nutrients we need. Ask your physician to write prescriptions you may need in generic terms. These will be cheaper than brand name medicines.

Beware of other schemes designed to take in the unwary. Watch out for ads that promise opportunities to work at home for large profits. If in doubt about publishing offers, retirement homesites, or home repair offers, check with the Chamber of Commerce or Better Business Bureau.

Remember to question, to complain. Insist on quality and service. Know how to file a complaint when you are not satisfied. If you cannot

obtain satisfaction from the person or company you are dealing with contact the appropriate agency.

Put your complaint in writing and keep a copy for yourself. Describe the product involved. Explain when and where you bought it and what went wrong. Include copies of receipts and warranties.

Office of Consumer Affairs
New Executive Office Building
Washington, D.C. 20506

National Better Business Bureau
230 Park Avenue
New York City, New York 10017

Post Office Department
Bureau of Chief Postal Inspector
Washington, DC 20580

American Medical Association
535 North Dearborn Street
Chicago, Illinois 60610

Major Appliance Consumer Action Panel
20 North Wacker Drive
Chicago, Illinois 60606

National Automobile Dealers Association
8400 Westpark Drive
McLean, VA 22101

Magazine Action Line
Publishers Clearing House
382 Channel Drive
Port Washington, New York 11050

Mail Order Action Line Service
Direct Mail - Marketing Association
6 East 43rd Street
New York, NY 10017

Community Services and Support Sources

When you retire there will be services available that may be helpful to you. The Shelby County Senior Citizens have headquarters at the YMCA. The director of that group is accountable to the Ohio Commission on Aging from which funds are received. The area office is in Dayton and serves a nine county area. There is a Shelby County Coolition in which representatives from each village decide how to use the state funds.

The director of the Shelby County Senior Citizens is a source of information and referral. Whenever a problem arises and you need help, the director will steer you to the proper sources of assistance. If she does not have the information at hand she will find out about it. Information is available about the following services:

*RSVP or the Retired Senior Volunteer Program. This is located at the River Corrider office downtown.

*Housing - Cedarwood Commons - senior complex.

*Nursing homes and available beds.

*Individual assistance - Homemaker service available from the Health Department

*Financial aid and Medicaid - Welfare Department

*Medicare and Social Security - Social Security office in Piqua

*Community Action Center - if a person is in need of nutritious meals there is transportation available to the DAV where a full course lunch is served Monday through Friday.

*Mental Health Clinic - sponsors a new program called "Sunrise." It is for those who have lost a spouse and involves crafts, lunch, talking and counseling. The cost of this service is based on income.

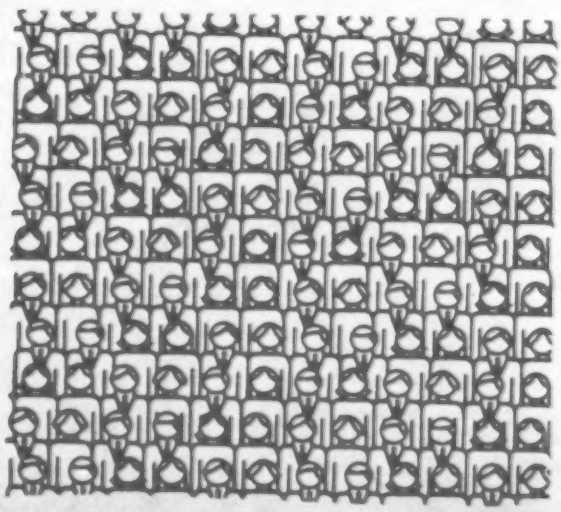
*Legal Services - call Community Action Center to make an appointment.

*Arthritis Foundation and the Cancer and Health Foundation.

*Crisis Identification Program - this involves identification of and information about senior citizens in the event of disasters.

*Golden Buckeye Card - 10 per cent discount at many places.

*Social Events - Senior Citizens club meets Tuesday and Friday for cards and/or there are carry-in dinners, visits to Fair Haven, a Christmas dance and Halloween party, Senior Citizens Day and picnic. Accompanied travel trips are arranged to places of interest. The group travels to the Ohio State fair and has a day at the Shelby County fair. Also, a newsletter is printed monthly.



GOALS FOR THE BEST OF YOUR LIFE

You are approaching retirement. This means that you are a survivor. That's an achievement in this day and age! You have what it takes or you wouldn't be here. You have reason for confidence in yourself.

Retirement can be a rebirth, a fresh opportunity in your life. You have wisdom, experience, and knowledge simply because you have lived. You can make decisions with greater self-confidence and success than when you were younger. You can make the most of any opportunity that retirement can bring.

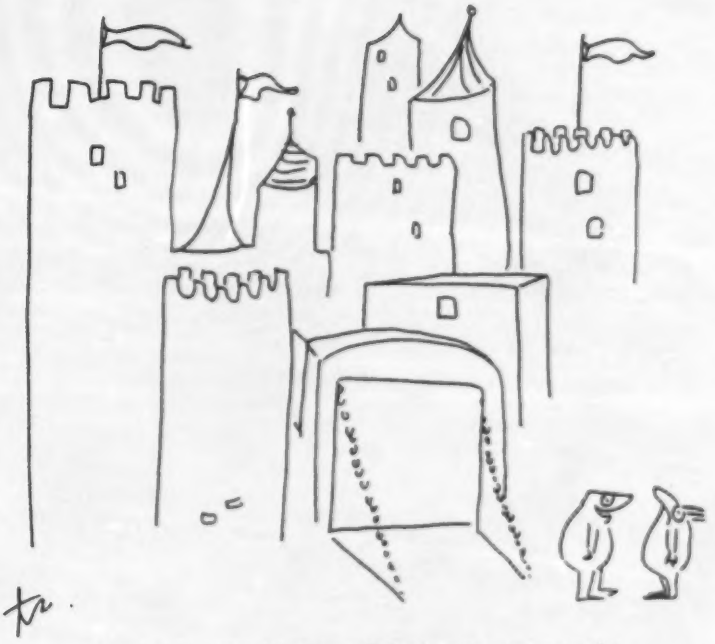
Here are some suggestions based upon the experience of retirees.

1) Be supportive of each other. Talk about your retirement goals and make suggestions.
2) Encourage friendships. Help each other find new and old friends to share thoughts.
3) Develop new routines. After following a routine for years it may be difficult not to follow a schedule. Try mapping out a schedule now and for the first few retirement months.

4) Respect the privacy of your spouse. Everyone needs time for themselves and their individual pursuits.
5) Share household chores.
6) Take pride in your appearance. It shows how you feel about yourself.
7) Develop outside interest such as a new hobby or craft. Sign up for an adult education class.
8) Have regular checkups on the state of your health.
9) Learn to relax and enjoy life as it is. A sense of humor helps!

All of these can be objectives of retirement. They can be acted upon now and elaborated on later. The secret of remaining young at our older age is not found in looks, in sporting

activities, in make-believe, but in the way you think and act. Aging begins when you start to vegetate, when you lose interest in everything but creature comforts, and when aches and pains are your main topics of conversation. Remember, how you are old is more important than how old you are.



"So when I retired I began fixing up the house a bit, and one thing led to another . . ."

GOOD READING

BOOKS:

Atchley, Robert, The Sociology of Retirement, John Wiley and Sons, New York, 1976.

Butcher, Lee, Retirement Without Fear, Dow Jones Publishers, Princeton, New Jersey, 1978.

Caine, Lynn, Widow, William Morrow and Company, Inc., New York, 1974.

Collins, Thomas, The Complete Guide to Retirement, Prentice Hall, Inc., Englewood Cliffs, New Jersey, 1971.

Dickinson, Peter, The Complete Retirement Planning Book, E.P. Dutton and Company, Inc., New York, 1976.

Kohn, Jane and Willard, The Widower, Beacon Press, Boston, 1978.

Iraznin, Yaffa, How to Prepare for Death, Hawthorn Books Inc., New York, 1976.

Uris, Auren, Over 50, Chilton Book Company, Radnor, Pennsylvania, 1979.

MAGAZINES AND PUBLICATIONS:

Over Fifty

Retirement Living, 99 Garden Street, Marion Ohio, 43302

United Retirement Bulletin, 210 Newburg Street, Boston, MA 02116

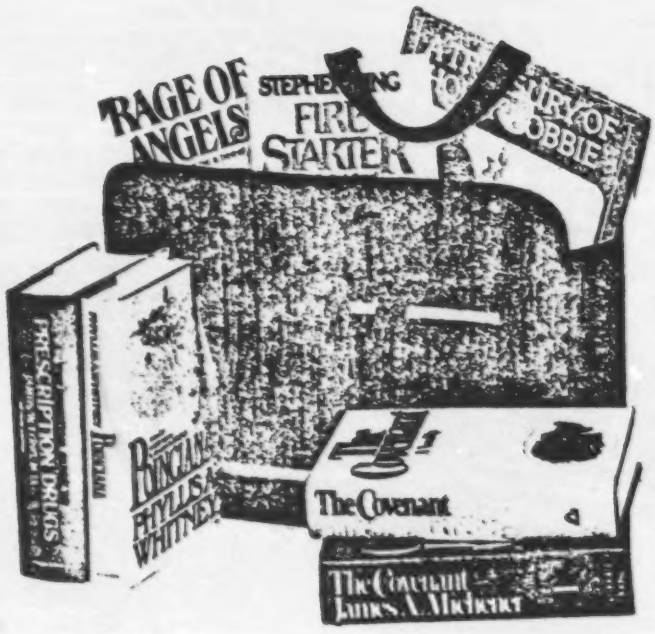
Perspective on Aging, 1828 L. St. N.W. Washington, DC 20036

Current Literature on Aging, 1828 L. St. N.W., Washington, DC 20036

The Retirement Letter, 8401 Connecticut Avenue, Washington, DC 20016

Best Years, National Association of Mature People, Box 26792, Oklahoma City, OK 73126

The Gerontologist and Journal of Gerontology Publications of Gerontological Society, 1835 K. Street, N.W. Washington, DC 20006



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